

Diocese of Erie

St. Mark Catholic Center
Position Profile

Job Title: Secretary/Administrative Assistant
Department: Office of Matrimonial Concerns and the Tribunal
Location: Erie (SMCC)
Reports to: Judicial Vicar
Cabinet: Judicial Vicar
Classification: Hourly
FLSA: Non-Exempt; Full-Time
Budget: 00XXX
Date Created: 4/9/24 (updated)

I. OBJECTIVE

To serve the Office of Matrimonial Concerns and the Tribunal by providing administrative support to the Judicial Vicar and Office staff in accordance with established norms, duties, and responsibilities assigned by the Judicial Vicar.

II. RESPONSIBILITIES:

The following responsibilities are shared with the full-time secretary and defined but not limited to:

1. Answer the telephone and direct calls to the appropriate staff members or other departments.
2. Open and direct mail for department.
3. Provide materials, forms, and basic information to clergy and laity and refer more complex questions and requests to the appropriate staff member.
4. Schedule the conference room and interviews as directed by staff members.
5. Transcribe interviews and other materials as needed.
6. Process paperwork in marriage nullity cases and marriage permissions and dispensations under the direction of the Judicial Vicar, Auditor, and Bishop's Designate.
7. Scan, file, and index closed cases.
8. Serve as Notary, or official witness, to the authenticity of documents and signatures.
9. Create, process, and maintain information and records in electronic devices and applications.
10. Assist in the completion of annual reports as needed.
11. Order office supplies as needed.

III. QUALIFICATIONS

Education: High school diploma required; additional business training preferred.

Experience: Three to five years of experience as an Administrative Assistant is preferred.

Other Qualifications:

1. Basic understanding and appreciation of the Church’s teachings on marriage and their application to the process for a declaration of nullity.
2. Practicing Catholic in good standing with the Catholic Church.

IV. COMPETENCIES

1. Communication skills in reporting clients and professionals for within the diocese and beyond.
2. Basic knowledge and skills in the operation of Word, Excel, Access, and other computer programs used in job performance.
3. Proficiency in typing and the use of various office devices, such as copier, fax, etc.
4. Ability to observe confidentiality which is necessary due to the nature of the ministry of the Tribunal office.
5. Ability to work closely and effectively with others.
6. Careful attention to detail and ability to understand and correctly execute the many steps and aspects of Tribunal procedures simultaneously with minimal supervision.

V. WORK CONDITIONS

All of the physical abilities necessary to perform the work required, typically that of the standard Administrative Assistant position.

VI. SPECIAL REQUIREMENTS

N/A

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor

Date

Incumbent

Date