

Diocese of Oakland
Job Description
Administrative Assistant to the Tribunal

Title: Administrative Assistant (Part-time) 25 hours/week
Department: Canon Law
Reports to: Judicial Vicar; Adjutant Judicial Vicars; Tribunal Judges
Classification: Non-Exempt (N-5)

Primary Function

This position provides support to the existing Tribunal staff, the Judicial Vicar and the other Tribunal Judges, as well as assisting the two senior administrative staff. It is envisioned that the new employee will be a junior team-member, specifically assisting with the Spanish-language clientele and gradually learning how the office is run and building up to a more senior position over time.

To be employed in the Canon Law Department/Marriage Tribunal, the new person must make a promise of fidelity and secrecy as an Ecclesiastical Notary, a requirement called for in the Code of Canon Law, Canon 471, and whose general functions are described in Canons 483, 484, and 1437.

A most important aspect of this job is the verbal, written and personal contact with other dioceses, departments, clientele, parishes, clergy and persons seeking assistance and/or information. This is a substantial portion of this position and must carry with it a confidential, professional, sensitive and caring attitude.

Duties and Responsibilities

- Spanish language assistance:
 - Provide, as needed, interpreter services for in-office interviews of Spanish-speaking Petitioners; translations, or written statements.
 - Handle inquiries/correspondence (both locally and abroad) by phone, email, or letter.

- Secretary for Court of Second Instance:
 - Assist the Judicial Vicar in marriage annulment appeals from the Dioceses of San Francisco, Santa Rosa and Salt Lake City.
 - Maintain a simple Access database and case statistics.
 - Keep track of the active cases and send out letters following the correct timelines; process billing for these cases.

- General office assistance:
 - Copy/scan master forms and case materials as needed by the senior staff.
 - Archive retrieval, copy, mailing to requesting parishes or individuals.
 - Copy and (e)mail applicable cases for psychological evaluation.
 - Follow-up on out-of-date future-case applications.
 - Transcribe from voice recordings.
 - Other duties as assigned.

Education and Experience

- Bachelor of Arts Degree or equivalent educational attainment.
- Fluent in speaking/reading Spanish and English
- Adept in composing formal Spanish correspondence

Skills and Abilities

- Proficiency with Microsoft Office software
- Ability to gradually learn Canon Law procedures.
- Ability to maintain strict confidentiality.
- Interest in participating in a ministry in the Church.
- Excellent communication skills; ability to handle sensitive, confidential matters with other dioceses, clergy and those persons involved with marriage cases and/or seeking information relating to Church Law.
- Ability to compose general correspondence, memos, etc., related to the position, which requires command of the English language as well as formal Spanish.
- Ability to work as part of a team.
- Type at least 60 words per minute and have the ability to transcribe from dictation equipment.

This position is part-time, 25 hours/week and includes full diocesan benefits. Interested candidates please submit letter of intent and resume to:

Gloria Espinoza, Associate Director
Department of Human Resources
gespinoza@oakdiocese.org

Position open until filled. First review of applications: January 31, 2020