

DIOCESE OF CHEYENNE



Job Description

TRIBUNAL SECRETARY/TRANSCRIPTIONIST (Ecclesiastical Notary)

Status: Full-Time, Exempt

Starting Salary: \$14.00 - \$15.50 hourly / 30 – 40 hours per week with benefits

Competitive fringe benefits including, medical, prescription, dental and vision insurance, vacation and sick leave; defined benefit retirement plan; long-term disability plan' Life Insurance policy and holidays.

Position Description:

This position provides administrative assistance and clerical services to the Office of the Tribunal. Serves as Ecclesiastical Notary.

Qualifications:

Knowledge and Abilities:

- Proficient computer and Internet skills and knowledge of computer programs, including Microsoft® Windows, Microsoft® Office 365, CaseMaster® Case Management System or equivalent programs.
- Transcription, photocopying, faxing, scanning, and filing skills.
- Attend Chancery and Ministry Staff Meetings.
- Participates in continuing education as provided and approved.
- Work cooperatively with other diocesan personnel, priests, deacons, parish personnel and the public.
- Maintain strict confidentiality, discussing church business only with the person or persons necessary to carry out the assigned church interactions or responsibilities.
- Model Catholic religious and moral beliefs to others.
- Good organizational skills.
- Good decision-making skills and the ability to cope with stress.
- Excellent interpersonal and written communication skills.
- Ability to work independently with minimal supervision.

Degrees, Licenses and Certification:

- High School diploma or equivalent.
- Post-secondary training in secretarial sciences (especially transcription) and computer.

Experience:

- Three years experience in a related field.

Religious:

- Fully initiated, practicing Catholic free from any canonical penalties and of proved faith, good morals, and good reputation. Passionate about and committed to the Mission of the Diocese of Cheyenne and universal Catholic Church. Ecclesiastical Notary will take an oath of office to properly and faithfully full the duties of the Ecclesiastical Notary.

Reporting To: For day-to-day matters, the Case Instructor (Auditor) operating under the guidance of the Judicial Vicar.

Supervising: Not applicable

Key Responsibility Areas (KRA):

KRA 1 | Ecclesiastical Notary: Assists the Judicial Vicar, Adjutant Judicial Vicar and Tribunal Case Instructor to authenticate all Judicial Acts of the tribunal.

- Draws up the acts and instruments regarding decrees, dispositions, obligations or other things related to judicial actions; records faithfully in writing what has taken place and signs in with a notation of place day, month and year; gathers, arranges and safeguards the archives of the tribunal.
- Signs and authenticates all documents as Tribunal Notary.
- Reviews applications for completeness, requesting missing information and documents; enters information and processes cases in the CaseMaster® Case Management system; identifies connections between cases and properly notes the connections in both the software and case files.
- Assists Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in preparing and sending correspondence and as needed to help in the collection of certain proofs; assists Judges and Case Instructor in sending notifications to parties, parishes, and dioceses.

KRA 2 | Secretarial Responsibilities: Capable of multi-tasking, organizing and prioritizing work. Assisting the Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor).

- Perform secretarial duties including typing, transcription, photocopying, faxing, scanning, filing and record keeping; maintains and processes records and forms for the tribunal; serves as a research assistant for the Judicial vicar; maintains inventory of office supplies and equipment and request additional supplies as needed; assists with telephone support as needed.
- Prepares documents, opens, and maintains client files and coordinates office functions that support the judicial procedures for Marriage Nullity Cases.
- Copies and maintains all Forms, Petitions and Brochures related to the Tribunal.

KRA 3 | Tribunal Administration: Provide administrative support by managing affairs and projects within the defined scope of authority and responsibility. Make administrative decisions within said scope of authority.

- Assists in the daily operations of the office including, but not limited to, phone, clerical, correspondence, record keeping and managing mail.
- Composes and types own correspondence on matters not requiring personal response from the Judicial Vicar, Adjutant Judicial Vicar and Case Instructor (Auditor).
- Maintains database and follow up on cases within scope of authority.
- Responds to inquiries concerning tribunal policies and services; when in doubt, refers such inquiries to the appropriate person.
- Assists in the preparation and organization of the annual two-day Tribunal workshop.
- Performs related duties, responsibilities and extra projects as assigned.

Payroll Status: Exempt. Standard Employee averaging a minimum of 40 hours per week.

Evaluation: Annual evaluation by the Case Instructor (Auditor) and Judicial Vicar, which does not change the *at will* nature of this employment.