

## Diocese of Cheyenne



### Job Description

#### Chancery Receptionist / Tribunal Secretary & Transcriptionist

Status: Full-Time, Non-Exempt

Starting Hourly Rate: \$17 - \$21 (DOQ)

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 paid holidays.

#### Position Description:

Create a welcoming presence and provide outstanding, hospitable, professional, and friendly reception services for the staff and guests of the Chancery Office. Performs general secretarial duties, including typing, transcription, filing, and record keeping. Answers varied questions concerning tribunal policies, services, and procedures. Serves as an Ecclesiastical Notary.

#### Qualifications:

##### Knowledge and Abilities:

- Excellent computer and Internet skills and knowledge of computer programs, including Microsoft Windows, Microsoft Office, Excel, Adobe, Outlook, Tribunal database, or equivalent programs.
- Basic Knowledge of Catholic theology concerning marriage.
- Excellent telephone etiquette and knowledge of telephone switchboard equipment.
- Excellent decision-making skills, the ability to cope with considerable stress and the capacity to multi-task.
- Excellent organizational, interpersonal, and written communication skills.
- Transcription, photocopying, scanning, faxing, and filing skills.
- Knowledge of bulk mailing regulations and ability to operate postage machines.
- Collaborate well with other diocesan personnel, parish personnel and the public.
- Work independently and determine priorities and direction.
- Maintains strict confidentiality, discussing church business only with the person or persons necessary to conduct the assigned church interactions or responsibilities.

#### Experience:

- High School diploma or equivalent.
- Three to five years' administrative experience preferred.
- Bi-lingual (Spanish and English) conversational and written, preferred.

#### Religious:

- Fully initiated, practicing Catholic free from any canonical penalties and of proven faith, good morals, and good reputation.

**Reporting to:** Director of Parish Services and Judicial Vicar and/or Case Instructor

## **Key Responsibility Areas (KRA):**

### **KRA 1 | Receptionist:**

- Answers incoming telephone calls determines purpose of callers, forwards calls to appropriate personnel or department, takes, and delivers messages, or transfers calls to voice mail when appropriate personnel are unavailable.
- Schedules use of diocesan conference room. Manages the chancery staff's common address book (Outlook). Revises the diocesan directory and mailing label lists, as needed.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel; accepts deliveries and refers requests for assistance to the appropriate local agencies.
- Secures all entrances to the building prior to leaving the office at the close of business.

### **KRA 2 | Administrative Secretarial Work**

- Performs secretarial duties, including typing, transcription, photocopying, faxing, filing and record keeping for the tribunal and Chancery staff as requested; maintains inventory of office supplies and equipment and requests additional supplies as needed.
- Collects and distributes mail in the morning and afternoon, processes and drops off mail in the evening. Assists in the preparation and sorting of large mailings.

### **KRA 3 | Tribunal Administrative Work**

- Maintains and processes records and forms for the tribunal; serves as a research assistant for the Judicial Vicar.
- Serves as Ecclesiastical Notary; draws up the acts and instruments regarding decrees, and generally authenticates judicial acts and other instruments; gathers, arranges and safeguards the archives of the tribunal.
- Reviews applications for completeness, request missing information and documents; enters information and processes cases in the Tribunal database; identifies connections between cases and properly notes the connections in both the software and case files.
- Assists with the coordination of Tribunal sponsored training events.
- Responds to inquires concerning tribunal policies and services

### **KRA4 | Assists Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor)**

- Assists in preparing and sending correspondence, and as needed to help in the collection of certain proofs; assists Judges and Case Instructor (Auditor) in sending notifications to parties, parishes, and dioceses.
- Assists the Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in instructing lack of form and documentary cases.
- Assists the Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in monitoring the progression of cases to ensure their swift processing; assists with the preparation of monthly, quarterly, and annual reports; including status reports to clergy and other pastoral ministers in the parishes.

**KRA 4 | Personal Wellbeing** (This will be determined after employed)

In addition to the above, performs related duties, responsibilities and extra projects as assigned. Participates in continuing education as provided or approved. Attends chancery and ministry staff meetings.

**Appointment and Term:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Evaluation:** Annual evaluation by the Director of Parish Services and Judicial Vicar, which does not change the “at-will” nature of this employment.

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Employee Name Printed

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Parish Services

\_\_\_\_\_  
Date