

TRIBUNAL
Diocese of Lafayette
Chancery

Position Title: <i>Administrative Assistant I</i>	Immediate Supervisor: <i>Judicial Vicar</i>
Position Classification: <i>Non-Exempt, Full-time Regular</i>	(Regular) Work Schedule: <i>8:30 a.m. – 4:30 p.m. (M-Th)</i> <i>8:30 a.m. – 12 noon (F)</i>

The person in this position is to provide a Christian, compassionate, and professional presence in all aspects of day-to-day operations, with complete confidentiality; to ensure the effective and operation of the office by performing administrative/clerical duties that meet the needs and demands of the Tribunal. The Administrative Assistant must possess the ability to work with people who may be hurting and/or may feel threatened. This individual must be a team player who will share and participate in the vision and goals of the Tribunal, following all office and diocesan policies, procedures, and regulations.

Essential Duties and Responsibilities:

- See to the day-to-day operations of the Tribunal office
 - Timely opening and secure closing of the office
 - Maintaining office equipment and supplies
 - Prompt answering of phone calls, in a professional and courteous manner
 - Providing information regarding tribunal services, explaining processes and fees
 - Processing mail according to standards established by Immediate Supervisor
 - Scheduling appointments
 - Processing all fiscal-related documents; maintaining budget tracking
 - Attending programs/meetings/workshops, as directed by Immediate Supervisor
 - Coordinating office-sponsored meetings, workshops, and conferences

- Correspondence, Reports, Informational Materials
 - Generating and maintaining form letters and other office-related documents and publications
 - Handling routine correspondence via mail and/or email; preparing mailings
 - Transcribing
 - Reviewing marriage nullity petitions, including all formal and documentary cases submitted to the Tribunal
 - Preparing Church notification letters as necessary
 - Processing original documents according to standards established by Immediate Supervisor
 - Properly maintaining confidential records and information; ensuring that all files are secured immediately after work is completed and at the end of each workday
 - Establishing case files; timely entering data for same
 - Filing testimonies (daily)
 - Maintaining binders with comprehensive instructions and forms

Required Knowledge, Skills and Abilities:

- Ability to maintain absolute confidentiality
- Must maintain current Safe Environment certification
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK, as well as mail-merge programs and Tribunal-specific software.
- Proficiency in transcription
- Excellent typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar
- Ability and willingness to learn procedural basics which pertain to Matrimony or Formal Trials of Marriage Nullity in the Code of Canon Law as well as canonical jurisprudence for marriage nullity cases as summarized in the Advocate Training and Reference Manual and other canonical writings
- Self-motivated, prompt in performing tasks and capable of working independently
- Good organization skills as well as the ability to multi-task
- Proven experience in office procedures and clerical skills, minimum three years preferred
- Must model Catholic lifestyle and be a Catholic in good standing
- Pastoral concern and sensitivity toward those who are served by the Tribunal; ability to deal sensitively, courteously and responsively (via telephone, electronic communications, or in person)
- Commitment to the Tribunal process as a ministry in and of the Church, appreciating it as a juridical instrument in the Church that is inherently pastoral
- High school diploma or equivalent

Job Conditions/Physical Demands: *(The following are representative of the physical capabilities that must be met by an employee, and the working conditions that an employee in this position encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.)*

- While performing the duties of this job, employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear
- Employee is occasionally required to stand, walk, and reach with hand and arms
- Employee must frequently lift, carry and/or move up to 20 pounds
- Specific vision abilities require close vision, depth perception and the ability to adjust focus
- Work is performed in an office setting
- May be called upon to perform work at times other than noted above, when directed by Immediate Supervisor

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Persons with disabilities may receive reasonable accommodations for performing the essential duties.

Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Judicial Vicar, in consultation with the Chancellor.