

SECRETARY

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of the position responsibilities.

MINISTRY CLASSIFICATION: ADMINISTRATIVE

POSITION TITLE: SECRETARY II

GRADE: III

SUPERVISOR: BUSINESS MANAGER

FLSA: HOURLY

POSITION SUMMARY

Provides a friendly, welcoming, and helpful environment for all inquirers and visitors, whether by telephone, email, or in person. Responds pastorally with general parish and ministry information, schedules appointments for pastoral staff, and connects those requiring additional help with staff or ministry leaders. Maintains parish leader contact information, calendar of events, and publishes both bilingually in the weekly bulletin and online.

ESSENTIAL FUNCTIONS

- Maintains a pastoral reception environment; updates parish materials in waiting area; provides hospitality to visitors.
- Telephones: Answers calls, takes messages and/or refers callers to appropriate party; manages parish voice mail; communicates parish schedules with after-hours answering service.
- Schedules appointments for pastoral management using Microsoft Outlook
- Routes visitors and maintains visitor log.
- Assists people with parish registration; provides welcome materials in person or by mail.
- Assists staff with overflow copying, and ministry leaders with copier use as needed.
- Sorts and distributes mail daily; manages mail room, lost and found.
- Receives and records payments for various parish programs, mass intentions, etc.
- May type general correspondence and ministry certificates in English and in Spanish.
- Translates and/or edits communications for the weekly parish bulletin and announcements, and for other correspondence as needed (English / Spanish).
- Updates the parish website bilingually: weekly bulletin, seasonal Mass and Confession Schedules, parish calendar.
- Parish Calendar: inputs and maintains bilingual events data; publishes calendar in bulletin, website, social media as needed.
- May coordinate community service activities.
- Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED

1. Excellent interpersonal skills; friendly and able to interact pastorally with people of diverse levels of education and various cultural backgrounds.
2. Excellent telephone and reception skills; ability to connect callers and visitors with the right employees, as well as handle basic customer service problems and requests adeptly.
3. Effective Bilingual Communicator – oral and written skills, including writing and editing proficiency. (English / Spanish)
4. Intermediate or Expert proficiency with Microsoft Office: Word, Outlook Mail and Calendar.
5. Intermediate proficiency with desktop publishing (Publisher, Adobe), Powerpoint, and Excel. Experience with Google Drive or cloud-based software is preferred.
6. Strong organizational skills; ability to create processes for updating digital and paper information.
7. Ability to multi-task, learn quickly, and adapt flexibly to changes in a public setting.
8. Ability to plan tasks and meet established deadlines.
9. Available to work 3 to 4 evenings weekly.
10. Must be knowledgeable of Catholic teaching, parish ministries and procedures.
11. Maintains a professional appearance.
12. Good basic clerical and computer skills.
13. Requires a high level of pastoral and interpersonal skills.
14. Requires patience with people of diverse levels of education and culture.
15. Must be knowledgeable of Catholic teaching, parish ministries and procedures.

POSITION SCOPE

Broad impact on parish reputation for being welcoming and helpful. Provides essential organizational and communication skills for efficient parish operations and successful parishioner engagement in parish life.

EDUCATION & CREDENTIALS REQUIRED

High school education with training in the clerical field.

A minimum of 3 years customer service and/or reception experience is required.

Software proficiency certificates preferred.

Completion of CMFP preferred.

Some experience with Web content management systems, web or social media marketing is preferred.

PHYSICAL REQUIREMENTS

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

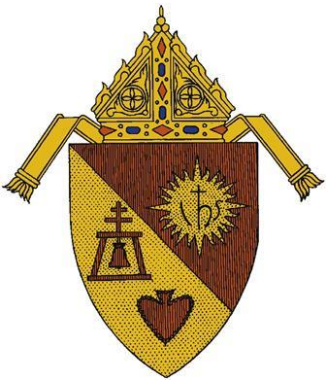
JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

I further understand and acknowledge that as part of my employment in the Diocese of San Bernardino, I am responsible to learn about, and promote the Diocesan Mission/Vision and Core Values.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



Employment Application

An equal opportunity employer

DIOCESE OF SAN BERNARDINO

Human Resources Office
1201 E. Highland Avenue
San Bernardino, Ca 92404
Phone: 909-475-5170
Fax: 909-475-5189

We are pleased that you are interested in applying for a position with the Diocese of San Bernardino. As a Christian community we embrace diversity in all of its aspects. Therefore, the Diocese of San Bernardino does not discriminate in employment on the basis of race, ethnicity, color, marital status, age, disability, veteran status or any other protected class. We do, however, reserve the right to give preference to individuals of the Catholic faith in order to fulfill our purpose. No question on this form is intended to secure information to be used for unlawful discrimination. We will give this application for employment every consideration; however, in accepting it, the Diocese of San Bernardino makes no commitment of employment to the applicant.

All questions should be answered in your own handwriting.

Personal Information

Last Name	First Name	Middle Initial	Today's Date
		()	()
Other names used in previous employment or schooling	Social Security Number	Home Phone	Cell Phone
Street Address		City	State Zip

Can you, after an offer of employment is made, submit proof that you have legal right to work in this country? YES NO
All employees are required to complete an Employee Eligibility Verification (Form I-9).

Bilingual language skills (other than English): Language(s): _____ Speak Write Translate
 _____ Speak Write Translate

The Diocese is NOT covered by FEHA. Applicant is subject to background check being made earlier than into the application process.

Have you ever been employed by or contracted with the Diocese of San Bernardino? YES NO If yes, when? _____

How did you learn about this position? Diocesan Website Parish (specify below) School (specify below) Agency (specify below)
 Employee Referral (specify below) Advertisement (specify below) Other (specify below)

Name of Referral Source

Driving Record Requirement

If you are hired, or transferred, into a position that requires the operation of a vehicle, we will require a current official driving record printout from the Department of Motor Vehicles prior to your start date.

Periodic DMV reports could be required during your employment with the Diocese of San Bernardino. Do you authorize investigation of your DMV records? YES NO

Driver's License Number _____ State _____ Expiration Date of License _____

Employment Interest

Position Desired

Salary Desired

Date Available

Employment History

Please account for all your time during the last ten (10) years including jobs, military service, and volunteer service. Start with present or most recent employer(s). **This section must be fully completed, even if you have submitted a resume.**

Company:	May we contact your present employer now?		YES	NO
Address:	City	State	Reason for Leaving:	
Name & Phone Number of Supervisor:				
Title of Position Held:		Date Employed (MM/DD/YY) From To		
Duties:				

Company:	May we contact your present employer now?		YES	NO
Address:	City	State	Reason for Leaving:	
Name & Phone Number of Supervisor:				
Title of Position Held:		Date Employed (MM/DD/YY) From To		
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Company:	May we contact your present employer now?		YES	NO
Address:	City	State	Reason for Leaving:	
Name & Phone Number of Supervisor:				
Title of Position Held:		Date Employed (MM/DD/YY) From To		
Duties:				

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize the Diocese of San Bernardino to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the Diocese of San Bernardino any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Diocese of San Bernardino, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ **At-Will Employment:** I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself and the Diocese of San Bernardino. I further understand and agree that if I am employed, my employment is At- Will and no agreement, written or oral, expressed or implied, between an employee and any supervisor, pastor or other representative of the Diocese of San Bernardino is valid; that my employment is for no definite or determinable period and may be terminated at any time, with or without cause, and with or without prior notice, at the option of either myself or the Diocese of San Bernardino; that no promises or representations contrary to the foregoing are binding on the Diocese of San Bernardino.

Applicant's Signature

Date