

**Assumption of the Blessed Virgin Mary Roman Catholic Parish  
Job description**

**Job Title:** Parish Secretary

**Exemption Status:** Non-exempt

**Department/Location:** 221 E. 8<sup>th</sup> Street / Florence, Arizona 85132

**Primary Function:** Under the direction of the Office Manager and/or Pastor is responsible for performing a variety of secretarial and administrative support duties. The Employee shall be a minister of the Gospel and Catholic Teaching both academically and behaviorally while at work and in his/her personal life, *"...Live in a manner worthy of the call you have received."* (Eph. 4:1)

**Essential Duties and Responsibilities:**

- Support the pastoral and spiritual mission of the Diocese and the Catholic Church
- Shall abide by Catholic principles in the employee's professional and private life and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures.
- With oversight, be responsible for department mail including pickup and delivery of post office and other mail.
- Work collaboratively with employees; provide assistance as necessary
- Foster communications and work collaboratively with all parish employees and diocesan employees
- Answer and handle correspondence and telephone calls in a professional and courteous manner
- File and maintain records as required
- Prepare, publish and distribute Parish weekly Bulletin and submit to Publisher according to their schedule
- Provide secretarial and word-processing support as required including composing and typing of correspondence
- Maintain physical and information security at all times; respect confidentiality and privacy of all persons contacted
- Monitor expenses; process check requests and invoices for payment as required.
- Provide support to other department personnel as required
- Perform other duties as assigned

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

**Required Activities:** Walking, sitting standing, stooping, reaching, talking, hearing, carrying, and keyboarding

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of fostering lay leadership in the Catholic Church; must also be a practicing Roman Catholic in full communion with the Church
- Minimum typing speed of 40 WPM; Proficiency in the use of computer technology including Microsoft Products: Word, Publisher, Excel and related technology.
- Excellent communications skills including written, verbal, public speaking, and presentation skills; ability to maintain confidentiality
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be able to manage multiple tasks simultaneously
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience:**

- Graduation from a 2-year college in Business or Public Administration or equivalent experience
- A minimum of one year's experience as a secretary or administrative assistant in a small, medium, or large firm or equivalent experience

**Other:**

- Proficiency in Spanish preferred but not required.

**Covenants of Employment:**

- Assumption of the Blessed Virgin Mary Roman Catholic Parish is a Roman Catholic religious organization and that all employees are expected to respect and conduct themselves in accordance with the values, teachings and morals of the Roman Catholic Church and by Arizona state law. Under the "Zero Tolerance Policy", no one will be knowingly assigned or retained to serve in the [Parish/Church] when that person is determined to have engaged in the abuse of a minor or to have violated boundaries in dealing with minors.