



JOB DESCRIPTION

Title: SECRETARY I

FLSA STATUS: Non-exempt

Grade: 3 **Step:** 1

Job Summary: Carries out recurring office procedures. Supervisor provides specific instructions on new assignments and checks completed work for accuracy.

Supervisor: Ministry Director

Duties & Responsibilities:

1. Responds to routine telephone requests which have standard answers.
2. Controls mail and assures timely response.
3. Prepares Check Request and Deposits in a timely matter.
4. Sends out routine form letters as directed by Supervisor.
5. As instructed, maintains supervisor's calendar, makes appointments, and arranges for class, workshop and/or meeting rooms.
6. Performs word and data processing of minutes, memos, agendas, current mailing lists and other documents for the Office of Religious Formation.
7. Prepares and reviews materials for supervisor's approval for typographical accuracy and proper format.
8. Maintains recurring internal reports, such as ministry events, correspondence control, and office equipment.
9. Requisitions supplies, printing, maintenance, and other services.
10. Receives registration materials and inputs data into a data base.
11. Establishes and maintains office files.
12. Keeps track of courses taken by Catechist for their Certification.
13. Prepares and send our correspondence relating to monthly PCL meetings and follows up with phone calls when needed.
14. On occasion attends meetings and takes notes as needed.
15. Participates in staff retreats.
16. Performs other duties as assigned by Ministry Director pertaining to the Office of Religious Formation.

Qualifications:

1. Knowledge, skills and experience in personal computers. Experience in Excel preferred.
2. Proficient typing skills at 45 wpm.
3. Basic knowledge and one year work experience of general office procedures and practices.
4. Ability to communicate effectively both orally and in writing in a professional manner.
5. Ability to work with and appropriately handle **confidential** information.
6. Ability to deal with the public in a professional, courteous and tactful manner.
7. Bilingual English / Spanish.
8. Must be familiar with the National Directory for Catechesis and the General Directory for Catechesis.

Working Conditions:

1. Works 35 hours per week, usually between 9:00 am – 5:00 pm Monday – Friday, with a one hour break for lunch from 12:00 PM -1:00 PM.
2. Schedule will vary according to the needs of the Ministry, especially when evening and weekend work is required.
3. **Overtime is not approved**, unless authorized by the Chancery Office.

Disclaimer Clause: 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.

Employee

Supervisor

Date