

## Diocese of El Paso

### JOB DESCRIPTION

**Title:** RECEPTIONIST / SECRETARY      **FLSA STATUS:** Non-Exempt  
**Grade:** 2 **Step:** \_\_\_\_\_

**Job Summary:** Provides skilled secretarial service to campus minister and CCM community. Organizes and maintains CCM office. Facilitates communication and acts as a minister of hospitality.

**Supervisor:** CCM Ministry Director

#### **Duties and Responsibilities:**

1. Answers telephone and records clear and accurate messages.
2. Sorts mail and calls attention to significant correspondence.
3. Prepares check requests for diocesan financial office.
4. Sends out e-mail alerts to CCM community (bi-lingual communications hopefully). Checks CCM e-mail messages and responds when appropriate.
5. Performs word and data processing of minutes, memos, agendas, flyers, current mailing lists and other documents for the ministry.
6. Coordinates appointments for campus minister.
7. Assists visitors in the office and to the chapel.
8. Organizes and maintains office files (hard copies and computer documents).
9. Assists in preparation of meeting rooms.
10. Makes copies of readings and Prayer of the Faithful for Sunday Mass from resources for these in CCM office.
11. Supervises clerical volunteers.
12. Monitors supplies.
13. Performs other related duties.
14. Participates in diocesan staff retreats and continuing education days when able.

#### **Qualifications:**

1. Typing, filing, office machines and telephone communications skills are needed.
2. Office, secretarial and word processing experience needed.
3. Typing at a rate of 45-55 wpm.
4. Ability to operate word processing software and data-holding programs.
5. Ability to relate well with people by telephone or in person.
6. Bilingual in English and Spanish is desirable.

**Working Conditions:**

1. Nineteen hours a week.
2. Hours preferred: Mondays: 9 am – 1 pm, Tuesdays to Thursdays: 9 am to Noon, Fridays: 1 pm to 5 pm, and Sundays: 4-6 pm. Some flexibility is possible.
3. Some weekend or evening hours may be required at times.
4. Prior management approval on overtime is required.

**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 responsibilities, duties and skills required.

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Employee

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Supervisor

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Date