

**ST. PATRICK CATHOLIC CHURCH
JOB DESCRIPTION
SECRETARY**

PURPOSE OF POSITION

To provide skilled secretarial service and to maintain accurate parish records.

REPORTS TO: Pastor or Business Manager

CLASSIFICATION: Non-exempt

HOURLY: 30 – 35 per week

9AM – 4PM Monday - Friday

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❖ Provides secretarial and clerical services to the pastor, business manager, ministries, parish and parish organizations.
- ❖ Provides secretarial support to pastoral staff by helping with correspondence, telephoning and any other tasks that might be done to free them as much as possible.
- ❖ Provides receptionist services for the parish office including the recording of clear and accurate messages, the handling routine questions about policies, events, etc., and the greeting visitors.
- ❖ Distributes mail and other related material
- ❖ Maintains Mass Intention book
- ❖ Maintains the scheduling of the facilities for parish use and outside useage: works with individuals who wish to rent the facilities. See that all appropriate paperwork is completed including the Archdiocesan documents (if necessary) and monies are collected. Arranges for event managers for these events as well.
- ❖ Maintains a current list of key holders and provide keys to personnel as needed. Collect keys when people leave
- ❖ Maintains the Parish Website
- ❖ Checks emails and respond promptly
- ❖ Mails bulletins and assisting with other parish mailings
- ❖ Responsible for all scheduling and correspondence associated with Eucharistic Adoration
- ❖ Responsible for all scheduling and correspondence associated with the Liturgical Ministry Schedule
- ❖ Responsible for shelving and maintain the Parish Library
- ❖ Monitors and orders office supplies
- ❖ Prints weekly activity calendar for distribution to staff members
- ❖ Administration of the lost and found
- ❖ Maintains parish records of marriages, baptisms, deaths
- ❖ Maintains office equipment
- ❖ Keeps lobby and reception area neat and orderly

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform satisfactorily each essential duty. The requirements listed below represent required knowledge, skill and/or abilities

EDUCATION AND/OR EXPERIENCE

- Individual must have knowledge of and experience in using a personal computer, must have proficient typing skills
- Three to five years working in a general office setting with the public is desired

SKILLS AND ABILITIES

- Individual must have well developed "people skills" in interacting with all who come to the parish office
- Display an attitude toward the role as a minister of the church, not merely office help
- Individual must have the ability to maintain confidentiality in all matters.
- Demonstrate a high level of trust
- Create an environment that is inviting to people coming into the office on a daily basis
- Ability to solve practical problems while dealing with a variety of concrete variables
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Individual must be computer literate
- Proficient with Microsoft Word, Excel, PowerPoint, Publisher, and Outlook
- Proficient in Social Media Skills: Facebook, Twitter, Snapchat, and Instagram
- Must be able to use Google docs, Google apps, Google calendar, Gmail and Dropbox
- To have the ability to organize, multitask, prioritize and work under pressure
- Should possess strong administrative skills and the ability to work independently without supervision