

**ARCHDIOCESE OF CINCINNATI  
POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant III                      **EFFECTIVE DATE:** 10/2022

**DEPARTMENT:** Pastoral Vitality

**POSITION SUMMARY:**

Performs administrative support for Department for Pastoral Vitality, especially the Center for Parish Vitality, including the operation of advanced office equipment and computer applications. Functions as forward-facing presence to constituents, including clergy and lay parish leaders, as well as parishioners and others who contact the Pastoral Center.

**CREDENTIALS & EXPERIENCE:**

Requires a high school diploma and 1-2 years business school or the equivalent. Minimum 5 years' experience in office work.

**DUTIES & RESPONSIBILITIES:**

- 1.\* Receptionist for Department of Pastoral Vitality.
- 2.\* Receives general instruction. Sets priorities and procedures for accomplishing work. Work is generally varied.
- 3.\* Operates a variety of office equipment, such as a personal computer, printer, photocopier, transcriber, facsimile, scanner or calculator. Progressively utilizes the features of one or more standard business software packages up to the following skill level 3: Word Processing, Spreadsheets, and Database.
- 4.\* Reads mail, highlights action or important items and attaches relevant files or information for manager's review.
- 5.\* Screens calls for managers and responds to routine questions. Regularly gathers routine oral information from (or makes oral requests of) other administrative, maintenance or clerical employees and/or outside vendors, customers, or the public.
- 6.\* Schedules tentative appointments for approval by manager and may schedule group meetings per direction of manager. Makes routine travel arrangements.
- 7.\* Coordinates with internal and external sources to accomplish activities of limited complexity, such as obtaining bids for printing, office equipment or supplies; selecting menus and arranging for room setup for local, off-site group meetings; and arranging for hotel accommodations for group visitors.
- 8.\* Responsible for cash or negotiable instruments, confidential records or reports, or departmental equipment. Initiates check requests.
- 9.\* Collects data and performs advanced mathematical calculations, including assist with budget preparation and bookkeeping.

**MINIMUM REQUIREMENT/SKILLS:**

- o Knowledge of modern office procedures and methods including telephone communications, e-mail, office systems and record keeping.
- o Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports.

- Skill to use a personal computer, including word processing.
- Operates a variety of office equipment, such as a personal computer, printer, photocopier, transcriber, facsimile, scanner or calculator. Progressively utilizes the features of one or more standard business software packages up to skill level 3:  
**Word Processing:** Inputs scientific, legal, or bi-lingual text or develops routine macros; multiple columns; routine tables; automatic footnotes, endnotes and tables of contents.  
**Spreadsheets:** Designs complex spreadsheets, with multiple-function formulas and prints desired sections.  
**Data Base:** Sets up new data base files. Runs pre-established reports and develops routine data lists through the report writer.
- Ability to establish priorities, work independently and proceed with objectives without supervision.
- Ability to handle and resolve recurring problems.
- Skill to keyboard 65 words per minute.

**SUPERVISION RECEIVED:**

Works under the direction of Director of Center for Parish Vitality.

**SUPERVISION EXERCISED:**

None.

**\*DENOTES ESSENTIAL FUNCTIONS OF POSITION**

**TERMS OF EMPLOYMENT:**

**Hourly 7 hours per day      35 hours per week**  
**260 Days      12 months**

**ORGANIZATIONAL RESPONSIBILITY:**

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date