

JOB DESCRIPTION

POSITION:	Tribunal Director
DEPARTMENT:	Judicial Department and Diocesan Tribunal
LOCATION:	The Catholic Pastoral Center in San Juan, Texas
CLASSIFICATION:	Full Time, Exempt
SUPERVISOR:	Judicial Vicar

JOB SUMMARY: Under the leadership of the Judicial Vicar, the Tribunal Director manages the day-to-day department operations, supervises department staff and takes initiative to carry out the mission of the Diocese of Brownsville.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration or minimum 3 years' experience in Canonical/Ecclesiastical Tribunal matters
- Must possess knowledge and training in canonical and matrimonial jurisprudence
- Ability to maintain the highest degree of confidentiality
- Computer proficient in MS Office applications
- Ability to communicate with the general public in a pleasant, compassionate, and effective manner
- Must possess organizational skills
- Must be fluent in both English and Spanish
- Must be able to work with minimal supervision

JOB RESPONSIBILITIES:

- Manage department daily operations
- Supervise and evaluate department staff
- Manages documentary and administrative processes e.g. formal cases, ligamen cases, defect of form, and cases of lack of form and privileges of the faith, etc.
- Processes requests for matrimonial dispensations and permissions, radical sanations, the transmittal of pre-marital documents, and the lifting of the vetita.
- Authenticates and safeguards all decrees and legal documents
- Provide canonical training and support to department staff, clergy, and parishes regarding invalidity of marriage applications
- Maintain current level of knowledge and skills required to serve effectively in this position. This is accomplished by participation or membership in appropriate local, regional, or national professional associations, by attending workshops, networking with diocesan colleagues, and through subscriptions of appropriate publications
- Prepare annual statistical report to Apostolic Signatura for submission to the Holy See
- Prepare annual report to Canon Law Society of America
- Maintain department website

- Prepare the department's annual budget
- Apply for grants when necessary
- Maintain tribunal database and provide database trainings to clergy and parish personnel
- Assign user credentials to clergy
- Work with database developers for any database modifications/upgrades
- Serve as Auditor for other dioceses who request and send Acts to be read by parties living within the Diocese of Brownsville
- Develops and oversees Advocates recruiting, developing, training, evaluating, and coordinating in-service canonical training and skills development.
- Write advocate briefs when necessary representing either Petitioner or Respondent
- Edit and review advocate's briefs
- Meet with Advocates and provide brief recommendations
- Assist Advocates with requests for proposing additional grounds
- Review Petitioner/Respondent declarations, allegations, witnesses' testimonies, and sentences
- Notify Petitioner/Respondent witnesses when testimony is deficient
- Assign auditors to take witness testimonies
- Prepare Publication of the Acts Decrees for all cases on court docket prior to sending to the Defender of the Bond and official court hearings
- Schedule Tribunal court sessions and assign Judges and Defenders of the Bond
- Deliver cases to the Defender of the Bond
- Meet with Petitioner/Respondent to review testimony
- Notify all parties and parishes of the first instance court decisions
- Finalize sentences with the Judicial Vicar's final arguments
- Assist the Petitioner/Respondent through the Appeal Process
- Assist and prepare cases for the Court of Appeals
- Issue Final Nullity Decrees to parishes requesting them
- Schedule Petitioner/Respondent Referrals for parties who have prohibition restrictions
- Scan all case documents and legal documents after cases have been finalized
- Maintain digital archive of all formal cases finalized
- Other duties as assigned

SALARY: Salary to commensurate with experience

WORKING CONDITIONS: Average forty hours per week. Occasionally there is a need for evening work. Mileage reimbursement is available for use of personal auto for business purposes.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and to talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.