

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

I. IDENTIFYING INFORMATION

Position Title: Administrative Assistant
Status: Part time/Full Time
Reports to: Manager of Administration

II. PRIMARY FUNCTION OF THIS POSITION

The Administrative Assistant provides secretarial and clerical support for the parish office operations.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides receptionist services for the parish office
 - Records clear and accurate messages
 - Handles routine questions about policies
 - Greets and meets visitors
2. Provides secretarial and clerical services to the pastor and business manager (or other staff members)
 - Performs word processing and correspondence
 - Distributes mail and other related material
 - Prepares regular and bulk mailings
 - Maintains filing system
 - Monitors and orders office supplies
 - Receives and places telephone calls, schedules appointments
3. Provides bookkeeping/ recordkeeping services for the parish
 - Maintains records for the parish office (e.g. recording of marriages, baptisms, funerals, new parishioner registrations, financial contributions, etc)
 - Performs data entry
 - Assists with preparation of payroll and other bookkeeping procedures
4. Co-ordinates and schedules volunteers in the Parish Office

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have knowledge of and skill in using personal computers and word processing
- Must have proficient keyboarding skills
- Must have ability to communicate verbally and in writing
- Must have basic knowledge of how the parish operates and be able to grasp quickly how the parish office functions
- Must have ability to maintain confidentiality in all matters
- Must have ability to relate to a variety of persons

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Previous training on/or applicable experience using computer hardware and software required.

V. WORKING ENVIRONMENT

Employees of Crescent Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Catholic Church. 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.

VI. ACKNOWLEDGEMENT

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date