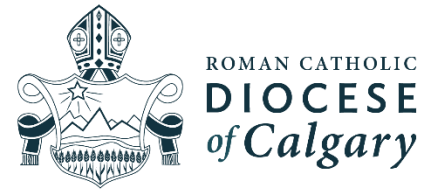


CAREER OPPORTUNITY for Administrative Assistant (Full-time) Chancery and Tribunal Department, CPC



OVERVIEW

Provides day to day administrative support to the Judicial Vicar and Chancellor and others in the Tribunal, contributing to the efficient and professional operation of the office.

RESPONSIBILITIES

- Performs general administrative duties such as word processing, filing, answering phones, photocopying, creating and retrieving correspondence for the Judicial Vicar and other members of the department as required
- Assists in meeting deadlines for various tasks and projects for the department
- Ensures that sacramental records management is accomplished according to established policies and procedures using Parish Friendly Solutions software
- Facilitates the data transition of Sacramental data received from Parish records to the Chancery program of Parish Friendly Solutions
- Researches and corrects errors and duplicates in Sacramental records
- Assists with the establishment of best practices related to sacramental record management within the Diocese
- Assists in data collection and collating of information including use of internet and other resources as necessary
- Processes matrimonial files and permissions/dispensations
- Drafts letters (e.g., testimonial and letters of good standing)
- Assists in the dissemination of information regarding the department and its mandate to internal and external stakeholders
- Uploads audios to be transcribed to the Cloud and downloads and prints testimonies that have been transcribed
- Creates new files of declarations of nullity
- Produces correspondence and implements procedures for the declaration of nullity files through the various stages
- Submits letters and decrees to the Presiding Judge of the marriage tribunal via the Cloud and retrieves them once signed
- Maintains digital filing system for Tribunal
- Other duties as assigned by the Chancellor

QUALIFICATIONS

- Minimum two years' administrative experience
- Diploma or Certificate in Administration considered an asset
- Proficient MS Office Skills (Excel, Word, PowerPoint, Outlook)
- Ability to maintain confidentiality in all aspects of work
- Strong attention to detail and proofreading skills
- Excellent communication skills and listening skills

- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team
- Possesses strong organizational and time management abilities

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes one hour unpaid lunch break)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Lifting up to 30 lbs/14 kg
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **noon on Wednesday, July 31, 2024**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.