


CATHOLIC PASTORAL CENTRE	<b>ROMAN CATHOLIC DIOCESE OF CALGARY</b>	
<b>POSITION DESCRIPTION SACRAMENTAL RECORDS COORDINATOR &amp; TRANSCRIBER</b>		
<b>REPORTS TO</b>		
Judicial Vicar & Chancellor (Director)		
<b>OVERVIEW</b>		
This role is responsible for ensuring that duplicates of Sacramental Records in the Parishes are transferred to the Chancery and providing support to in transcription as needed.		
<b>RESPONSIBILITIES</b>		
<p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that sacramental records management is accomplished according to established policies and procedures using Parish Friendly Solutions software</li> </ul> <p><b>Specific:</b></p> <ul style="list-style-type: none"> <li>• Facilitating the data transition of Sacramental data received from Parish records to the Chancery program of Parish Friendly Solutions</li> <li>• Researching and correcting errors and duplicates in Sacramental records</li> <li>• Implementing the procedures for the data transfer of parish volunteer information into the Diocesan Parish Friendly Solutions</li> <li>• Assisting with the establishment of best practices related to sacramental record management within the Diocese</li> <li>• Training other personnel on Parish Friendly Solutions software</li> <li>• Providing support when required (i.e. vacation, busy periods) in the transcription of the testimony verbatim from the recorded interview to text format in an accurate and timely manner so as not to delay any part of the tribunal process.</li> <li>• Implement high level of accuracy and literary skills in typed documents</li> <li>• Maintain excellent communications with Case Workers to ensure clarity of audios being transcribed</li> <li>• Other suitable special projects as assigned from time to time</li> </ul>		
<b>QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>• A university degree in archival studies, history or a related field (information services or library science) or an equivalent combination of education and experience in archives and records management;</li> <li>• High degree of proficiency in English;</li> <li>• Experience in archives, historical research, records management or library services;</li> <li>• Thorough understanding of the privacy legislation and practices;</li> <li>• Prior experience as a transcriptionist an asset or demonstrated related skills (attentive listening, fast typing speed and accuracy, excellent grammar, punctuation and spelling proficiency, keen attention to detail, sharp memory, focus and determination).</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ use Microsoft Office software (Outlook, Word, Excel, Access);</li> <li>○ maintain databases with knowledge of other archival software programs an asset (i.e. Parish Friendly);</li> <li>○ research and provide clear, concise and complete oral and written information at a level appropriate to audience, while maintaining confidentiality;</li> <li>○ work independently and manage workload taking into consideration changing priorities, deadlines, and volume of work;</li> <li>○ identify problems and situations, refer to applicable policies, identify options and recommend appropriate courses of action</li> </ul> </li> </ul>		
<b>HOURS OF WORK</b>		

8:30 A.M. - 4:30 P.M. Monday – Friday with one-hour lunch break  
(may only be modified by mutual agreement and as agreed to in employment contract)

## KEY RELATIONSHIPS

Pastors, Parish Staff, Diocesan Volunteer Coordinator, CPC Staff, parishioners and non-parishioners

## STRENGTHENING OUR PARISH COMMUNITIES

TO APPLY: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See <http://www.calgarydiocese.ca/articles/employment-opportunities.html>

Application process includes:

- Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html>
- Satisfactory Vulnerable Sector Police Information Check
- Three (3) reference checks
- Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

E-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca)

Mail: Human Resources  
120 17th Avenue SW  
Calgary, AB, T2S 2T2

This posting will remain open until **April 30, 2019**.

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.