

Diocese of Cheyenne



Job Description

Tribunal Secretary/Transcriptionist (Ecclesiastical Notary)

Status: Full-Time, Non-Exempt

Starting Hourly Rate: \$14 - \$15.50 (30-40 hours per week)

Competitive fringe benefits including, medical, prescription, dental, and vision insurance, vacation, and sick leave; defined benefit retirement plan; long-term disability plan; Life Insurance policy and paid holidays.

Position Description:

Performs general secretarial duties including typing, transcription, filing, and record keeping. Answers varied questions concerning tribunal policies, services, and procedures. Serves as an Ecclesiastical Notary.

Qualifications:

Knowledge and Abilities:

- Good computer and Internet skills and knowledge of computer programs, including Microsoft® Windows, Microsoft® Office, CaseMaster® Case Management System, or equivalent programs.
- Transcription, photocopying, faxing, scanning, and filing skills.
- Basic knowledge of Catholic theology concerning marriage.
- Good organizational skills.
- Good decision-making skills and the ability to cope with stress.
- Good interpersonal and written communication skills
- Ability to work well with other diocesan personnel, parish personnel and the public.
- Ability to work independently with supervision.

Degrees, Licenses and Certification:

- High School diploma or equivalent.
- Post-secondary training in secretarial sciences (especially transcription) and computers.

Experience:

- Three years of experience in a related field.

Religious:

- Fully initiated, practicing Catholic free from any canonical penalties and of proved faith, good morals, and good reputation.

Reporting To: Judicial Vicar, overall, and for day-to-day matters when the Judicial Vicar is unavailable, the Case Instructor (Auditor).

Supervising: Not applicable.

Essential Duties and Responsibilities:

1. Performs secretarial duties including typing, transcription, photocopying, faxing, scanning, filing, and record keeping; maintains and processes records and forms for the tribunal; serves as a research assistant for the Judicial Vicar; maintains inventory of office supplies and equipment and request additional supplies as needed; assists in operating switchboard as needed.
2. Serves as Ecclesiastical Notary; draws up the acts and instruments regarding decrees, dispositions, obligations or other things related to judicial actions; records faithfully in writing what has taken place and signs in with a notation of place, day, month and year; furnishes acts or instruments to those who legitimately request them from the records and declares copies of them to be in conformity with the original and generally authenticates judicial acts and other instruments; gathers, arranges and safeguards the archives of the tribunal.
3. Reviews applications for completeness, and request missing information and documents; enters information and processes cases in the CaseMaster® Case Management System; identifies connections between cases and properly notes the connections in both the software and case files.
4. Assists Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in preparing and sending correspondence, and as needed to help in the collection of certain proofs; assists Judges and Case Instructor in sending notifications to parties, parishes, and dioceses.
5. Assists the Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in instructing lack of form and documentary cases.
6. Assists the Judicial Vicar, Adjutant Judicial Vicar, Judges and Case Instructor (Auditor) in monitoring the progression of cases to ensure their swift processing; assists with the preparation of monthly, quarterly, and annual reports, including status reports to clergy and other pastoral ministers in the parishes.

7. Assists with the coordination of Tribunal sponsored training events.
8. Responds to inquiries concerning tribunal policies and services; when in doubt, refers such inquiries to the appropriate person.
9. Participates in continuing education as provided or approved.
10. Attends chancery and ministry staff meetings.
11. Works cooperatively with other diocesan personnel, parish personnel and the public.
12. Maintains strict confidentiality, discussing church business only with the person or persons necessary to carryout the assigned church interactions or responsibilities.
13. Models Catholic religious and moral beliefs to others.
14. Performs related duties, responsibilities and extra projects as assigned.

Appointment and Term:

This position is “at will,” meaning the employee can be dismissed at any time with or without any statement of cause or reason for dismissal. Appointed and removed at will by the Judicial Vicar at his sole discretion.

Payroll Status: Non-exempt. Standard Employee averaging 36-40 hours per week.

Evaluation: Annual evaluation by the Judicial Vicar, who may be assisted by the Case Instructor (Auditor), which does not change the at will nature of this employment.

Employee Signature

Date

Supervisor Signature

Date