

## **Diocese of Tucson**

**Job Title:** Administrative Clerk

**Exemption Status:** Non-exempt

**Department/Location:** Bishop Moreno Pastoral Center – Office of the Chancellor

**Primary Function:** Under the direction of the Chancellor or other manager, is responsible for performing a variety of clerical duties in support of the Office of the Chancellor or Tribunal operations.

**Essential Duties and Responsibilities:**

- Perform in support of the Church and the diocese's spiritual and pastoral mission.
- Answer and handle incoming telephone calls in a professional and courteous manner
- Provide minor secretarial and word-processing support; Handle accurate filing of documents as requested
- Pick up, sort, and distribute mail as required: assist with bulk mailings
- Type reports, documents, and other correspondence; file and maintain records as necessary
- Maintain required property and other records; maintain physical and information security at all times
- Provide support to management and administrative personnel as necessary
- Perform other duties as assigned

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

**Required Activities:** Walking, sitting standing, stooping, reaching, talking, handling, hearing, carrying, keyboarding

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of the Catholic Church; must also be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills, written and verbal
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be available for evening and weekend work as necessary
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing; ability to maintain confidentiality; type a minimum of 30 WPM
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience:**

- Graduation from a 2-year college in business or public administration or equivalent experience.

**Other preferred skills:**

- Experience in a similar position in a business firm or other establishment
- Bi-lingual (Spanish, English) preferred

**To Apply:**

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) application for employment and submit the application with a cover letter to

Richard Serrano

Director, Human Resources

Diocese of Tucson

P.O. Box 31

Tucson, AZ 85702

**December 2011**