



JOB DESCRIPTION

Diocese of Fall River – Catholic Schools Office

JOB TITLE: Background Screening and Data Entry Specialist

POSITION TYPE: Regular Full-Time (40 hours per week)

SUMMARY: Supports the Diocesan Criminal Offender Record Information (CORI) Program and the Statewide Applicant Fingerprint Identification Services (SAFIS) Program within the Catholic Schools Office in a manner consistent with the Diocese of Fall River's Policies and Procedures.

JOB RESPONSIBILITIES:

- Responsible for CORI acknowledgement form data entry into the Department of Justice Criminal Information Services database and the eApps database
- Responsible for accessing the SAFIS database to download nationwide FBI fingerprint results and enter into the eApps database
- Responsible for entering Safe Environment Training data into the eApps database
- Provide assistance and support to pastors, school principals, school employees and volunteers in regard to all CORI- and SAFIS-related matters
- Uphold audit standards mandated by the Massachusetts Department of Criminal Justice Information Services and the Conference of Catholic Bishops Charter for the Protection of Children and Young People
- Communicate regularly with the designated staff of the CSO and assist external contacts requesting CORI/SAFIS program advice
- Interact in a positive and professional manner with staff and visitors at the Catholic Schools Office and throughout the Diocese
- Perform administrative tasks needed to support the Catholic Schools Office
- Other duties as assigned

QUALIFICATIONS:

- Understanding and commitment to the teachings and mission of the Catholic Church
- Associate's degree or higher preferred
- Proficiency in Microsoft Office, including Word and Excel
- Excellent interpersonal skills
- Effective presentation and writing skills
- Strong service orientation
- Ability to communicate effectively
- A high degree of confidentiality and unequivocal discretion a must

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Sharon Sampson, Executive Assistant to the Superintendent

E-mail: ssampson@catholicrsa.org

Mail: Catholic Schools Office, 373 Elsbree Street, Fall River, MA 02720

Equal Opportunity Employer