

Tribunal Office Manager/Ecclesiastical Notary

The Diocese of Fall River is seeking a **Tribunal Office Manager/Ecclesiastical Notary** to join our team at the Tribunal Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 117-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 132 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The **Tribunal Office Manager/Ecclesiastical Notary** will report to the Judicial Vicar and will provide administrative and clerical support functions to ensure the proper coordination of procedures for all Tribunal functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform administrative and clerical tasks to support the Judicial Vicar, Judges, Advocates and Defenders of the Bond
- Prepare, assemble and mail decrees, letters and other official documents to all parties for all cases
- Act as an Ecclesiastical Notary for annulment and dissolution cases
- Respond and advise on all inquiries about cases in a sensitive and detailed manner
- Transcribe and schedule interviews on a daily basis
- Maintain all folders, files and correspondence for cases. Enter case information into organization database
- Prepare appealed cases that need to be sent to the Appellate Court
- Respond to all requests for marriage searches
- Record all files necessary for dispensations
- Record payments and completes bank deposits for financial transactions associated with the Tribunal functions
- Prepare monthly and year-end reports, i.e. report for the Bishop and for “the Holy See”
- Order and maintain all office supplies
- Sort and distribute all incoming mail
- Oversee the proper functioning of all office equipment
- Perform other duties as may be assigned.

QUALIFICATIONS:

- Knowledge and commitment to the teachings and mission of the Catholic Church
- High School diploma or equivalent
- Two or more years of previous administrative office experience
- Proficient in the Microsoft Suite of products, including Word, Excel, PowerPoint, and Outlook
- Strong interpersonal and communications skills, both written and oral
- Proficient and accurate typing skills
- Professional and congenial telephone manner
- Self-motivated and able to work independently or as part of a team
- Knowledge of, or willingness to learn, the canon law that is relevant to the work of the Tribunal
- Ability to prioritize and manage several projects simultaneously in a fast-paced setting
- Exceptional analytical and organizational skills with meticulous attention to detail and follow-up
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion
- Bilingual in English and Spanish and/or Portuguese a plus

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: Peter Powers, Executive Director of Human Resources and Administration E-mail: ppowers@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.