

Tribunal Secretary/Ecclesiastical Notary

The Diocese of Fall River is seeking a **Tribunal Secretary/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 118-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 120 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The **Tribunal Office Secretary/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:

- Answer telephone calls and greet visitors. Route calls to a specific person or answer questions regarding case progress and routine Tribunal procedures in a sensitive, patient, and helpful manner while maintaining confidentiality.
- Act as an Ecclesiastical Notary in accordance with canon law.
- Enter annulment cases in database.
- Schedule and confirm interview appointments with Judges and Auditors.
- Transcribe from tape recorder depositions given by petitioners, respondents and witnesses in annulment cases.
- Prepare, assemble and mail decrees, letters and other documents for each step of the annulment case.
- Track annulment cases as they move through the process assuring that each step is completed in a timely manner.
- Contact the petitioner’s if documents required are not returned and witnesses have not responded.
- Record all contact with parties of the case in the database.
- Type any handwritten testimony received for case file.
- Copy and mail pertinent Acts of the case to the Court Experts when required.
- Maintain annulment case files by filing documents and correspondence in the appropriate folders.
- Record payments to case file and deposit checks.
- Respond to requests for marriage searches.
- Record all files necessary for marriage dispensations and permissions.
- Maintain and print Tribunal forms and brochures.
- Perform other duties as required.

QUALIFICATIONS:

- High School diploma or equivalent
- Two or more years of previous administrative office experience preferred
- 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
- A practicing Catholic in good standing preferred.
- Bilingual in English and Spanish and/or Portuguese a plus

PHYSICAL DEMANDS:

While performing the duties of this job, the person sits for extended periods of time working at a computer, stands, walks, communicates with others both on the phone and in person, stoops and bends for some filing, lifts no more than ten pounds and operates normal office equipment. Good hearing is required for transcribing tapes from a tape recorder.

WORK ENVIRONMENT/CONDITIONS:

Environmental conditions are that of a normal office environment with the normal noise level of office equipment.

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: Jennifer Oliveira, Human Resources Manager E-mail Joliveira@dioc-fr.org; Mail: The Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer