

# Sample Position Description

TITLE: Secretary

REPORTS TO: Business Manager or Rector

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## POSITION SUMMARY

The Secretary provides secretarial and clerical support for the parish office. Overtime may occasionally be required.

## PRINCIPAL ACCOUNTABILITIES

1. Provides receptionist services for the parish office.
  - a. Records clear and accurate messages.
  - b. Handles routine questions about policies.
  - c. Greets and meets visitors.
2. Provides secretarial services to the Priest and the Business Manager.
  - a. Prepares regular and bulk mailing.
  - b. Screens incoming mail.
  - c. Distributes mail and other related material.
  - d. Maintains filing system.
  - e. Monitors and orders office supplies.
  - f. Types bulletins, newsletters, letters, etc.
3. Provides bookkeeping/record keeping services for the parish.
  - a. Maintains records for the parish office (e.g., recording of marriages, baptism, funerals, new members, financial contributions, etc.)
  - b. Enters data.
  - c. Assists with preparation of payroll and other bookkeeping procedures.

## QUALIFICATIONS

1. Ability to maintain confidentiality in all matters.
2. Skill in using personal computers and word processing.
3. Excellent typing skills.
4. Ability to communicate verbally and in writing.
5. Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions.
6. Ability to relate to a variety of persons.
7. Three to five years in general office setting working with the public desired.