

Canonical Clerk & Secretary
Pastoral Center, San Bernardino
Full-time: 35 hours per week - Monday to Friday
\$21.00 an hour

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Position Summary:

This person is expected to work closely with the Office Supervisor, Judicial Vicar, other secretaries and staff of the Office of Canonical Services to ensure that matrimonial cases are completed in a timely manner. Professionalism, confidentiality, high ethics, collaboration, people skills, and excellent writing skills are essential in this position. Regular duties include answering phone calls and emails, scanning files, and computer work with several programs.

Examples of Essential Job Functions:

1. Answering phone calls and emails to provide basic information regarding marriage annulments.
2. Scan, organize, back up and purge old annulment cases and other paperwork (requires use of Adobe Acrobat).
3. Scan, copy, mail, upload and file ordinary case correspondence and decrees.
4. Data entry of annulment case information into Annulment Databases (Microsoft Access).
5. Track and record marital dispensations (Microsoft Access).
6. Transcription of interviews conducted by judges and auditors.
7. Preparation of marital paperwork for the transfer of marriage documents.
8. Maintain the website of the Office of Canonical Services.
9. Regarding of minutes at staff meetings.
10. Other duties as assigned by the Office Supervisor and/or Judicial Vicar.

Qualification Guidelines:

1. Bi-lingual and bi-literate: English – Spanish.
2. Very good communication and people skills, both in person and over the phone.
3. Very good attention to detail, meticulous and well organized.
4. Humble willingness to learn about Catholic Church law and practices.
5. Computer skills, including knowledge of Microsoft Word, Outlook, Excel, and Access as well as Adobe Acrobat Pro and One Drive. Familiarity with internet searches.
6. High personal integrity and an ability to maintain confidentialities.
7. A college degree is preferred, but at least an ability to read, understand, reason, and write very well.
8. Ability to work in a multi-cultural environment.
9. Attend advocacy training classes put on by the Office of Canonical Services.
10. Ability and trust to work remotely, if deemed necessary.

Physical Requirements: Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 20 lbs., pushing, pulling, kneeling, crouching, hearing, speaking, seeing, reaching, repetitive forward bending, arm/hand motions, hand/finger movements prolonged gripping of an item, , sense of touch/feel, temperature extremes.

Interested Candidate please submit resume to:

Attn: Ana Podboj
Diocesan Pastoral Center
1201 E. Highland Ave.
San Bernardino, CA 92404
Email: employment@sbdiocese.org or fax to 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.