



Job Titles: SFB Parish and School Secretary
Department: Clerical
Reports to: Business Manager, Pastor and Grade School Principal
Classification: Non-Exempt

Summary

An individual who holds this position performs general and confidential clerical work for the parish and grade school office. They will prepare the parish Sunday bulletin each week. They will assist with teacher and student related records, reports, and activities. The applicant will be working at the Parish Office 4 days a week for 8 hours and 1 day a week (Wednesday) as the Grade School Secretary for 7.5 hours a day. Specific duties will be discussed during the interview process.

Essential Duties and Responsibilities

- Prepare weekly church bulletin accurately under strict deadlines.
- Assist in coordinating parish/school functions.
- Assist parishioners with scrip purchases and mass intentions.
- Assist in organizing evangelization events.
- Make and receive phone calls, taking messages and routing calls as needed.
- Create and maintain several school records, files, and accounts.
- Be responsible for the distribution of communications, such as newsletters, fliers, and reminders.
- Distribute mail for the school building.
- Assist and orient substitute employees as needed.
- Keep student and/or staff attendance records as needed/requested by supervisor.
- Check individuals in and out of building using the door security system as required. Assist the building nurse with distribution of medications, if/when necessary.
- Proficiently operate current office equipment (fax machine, laminator, copy machine, etc.).
- Maintain student and staff meal accounts, as assigned.

Qualifications

The position requires initiative, judgment, administrative ability, tact, and knowledge of school and Archdiocese policies and organization. They may supervise work of other employees. Skills include typing, operation of all office machines, handling routine correspondence without dictation, and having statistical acuity and ability to keep financial records.

An individual who holds this position:

- Must have earned a high school diploma or equivalent.
- Must read and interpret documents such as instructions and procedure manuals. Write simple and complex reports and correspondence.
- Speak professionally with members of the public, students, and other staff members.
- Have the ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.
- Have strong computer skills including word processing (Word and Docs), working with spreadsheets (Excel and Sheets), Publisher and databases.
- Have strong interpersonal skills and ability to safeguard confidential information.

Conditions and Environment

The work environment requires the ability to multi-task, with many students and/or staff members present and speaking simultaneously with interruptions from the telephone.