

ST. MARY PARISH, YOUR TOWN, WI

JOB DESCRIPTION

**Position: Secretary**

Relationship to Parish Administrative Organization

Reports to the pastor or parochial administrator.

Principal Responsibilities

Performs routine clerical functions under supervision.

Principal Activities

1. Types correspondence from dictation, notes or voice recording.
2. May prepare ecclesiastical documents.
3. Maintains filing systems, including libraries and ecclesiastical records.
4. Answers telephone and routes calls to appropriate personnel. Greets visitors and directs them to appropriate personnel or offices.
5. May maintain inventory of program supplies.
6. May perform bookkeeping functions, including:
  - a. Transmitting cash receipts to the approved financial institution;
  - b. Transmitting payment authorizations to approved vendors.
7. Performs other tasks as assigned.

Qualifications

1. Ability to operate office equipment.
2. Experience with Microsoft Office, including Word and Excel.
3. Telephone, reception and clerical skills and experience.