

Roman Catholic Diocese of Reno

Job Title: Administrative Assistant
Department: Bishops' Office-Chancellor
Reports to: Chancellor
FLSA status: Hourly - Non-Exempt
Current Status: Marian Hull

Job Description:

Acts Administrative Assistant to the Chancellor and Superintendent of Schools, and as Main Receptionist for the Chancery Office.

Duties and Responsibilities:

Main Receptionist for the Chancery Office

1. Answer incoming phone calls and direct calls to parties and take messages if necessary
2. Greet and direct persons entering Chancery office
3. Schedule and maintain calendar for all meetings rooms at the Chancery office
4. Maintain attendance book for the employees at the Chancery office
5. Update the Diocesan Website as directed
6. Read and file weekly bulletins from parishes
7. Maintain and account for petty cash and postage stamps
8. Maintain inter-office routing sheets and keep ready for office use
9. Assist and support Bishop's Administrative Assistant as requested
10. Assist and support all Chancery office personnel
11. Open and ready lobby at the beginning of the day and at the end of the workday lock the front door and secure lobby
12. All other duties as requested and assigned

Administrative Assistant to the Chancellor

1. Acquire and compile data for
 - a. Official Catholic Directory (Kenedy)
 - b. Vatican Statistics
 - c. October Mass Attendance
2. Special Board Election Mailings (Personnel and Presbyteral)
3. Archives
 - a. Maintain records, access as well as compiling and storing materials
 - b. Assist with archival research
 - c. Keep records and account for current billings with the Document Storage Company
4. Maintain faculties information and letters of good standing for diocesan clergy
5. Maintain current data for addresses and assignments of diocesan clergy
6. Maintain temporary wedding license records and information for visiting clergy
7. Assist chancellor in annual Missionary Cooperative:

8. Assist Chancellor in immigration paperwork and follow up for clergy
9. Compile and distribute letters for and maintain schedule of Special Second collection
10. Compile and maintain schedule for the recording of TV Mass
11. Maintain data for and write thank you letters for donations to the TV Mass
12. Schedule Holy Hour and handle invitations and RSVPs
13. Compile and transcribe minutes of Pastoral Staff Meetings
14. Maintain and update mailing list for the High Desert Catholic

Administrative Assistant to the Superintendent of Catholic Schools

15. Develop and maintain data for Diocese of Reno Scholarship fund
16. Prepare thank you letters for signature
17. Maintain access to and keep current safety information for Pastoral Center employees
18. Assist with dissemination of applications and job postings
19. Compile and distribute monthly newsletter