Roman Catholic Diocese of Reno

Job Title: Chancellor  
Department: Office of the Bishop  
Reports to: Bishop  
FLSA status: Part time Exempt

Job Description:
The office of Chancellor is a mandatory office within the diocesan curia. The primary function of the office is to maintain curial records, act as official notary and oversee the archives. The Chancellor is to notify the Moderator of the Curia, if one is appointed, of the issuance of curial acts which have a juridic effect and in some instances will notarize those acts. The Diocese of Reno also assigns the Chancellor roles in communications and in Safe Environment.

Essential Duties:

1. Signature on Checks  
2. Oversight of Archives  
3. Oversees Vice Chancellor  
4. Official Notary  
5. Grievance Officer for all paid parish/school and chancery employees  
6. Handling of calls in regards to clergy and pastoral needs  
7. Power of Attorney for the Diocese of Reno  
8. Statistics gathering  
9. Communications  
10. Board Memberships  
   a. Diocesan Finance Committee  
   b. Our Mother of Sorrows  
   c. Catholic Community Foundation Member  
   d. Parish Corporations  
   e. Diocesan Review Board  
11. Safe Environment  
   a. Child Protection audit (shared with Catholic Schools superintendent.)  
   b. Child Abuse Allegations Hotline Monitor  
   c. Write Letters of Notifications  
12. Clergy Matters  
   a. Clergy Personnel Records (inactive and deceased clergy) including burial wishes  
   b. Secret Files  
   c. Signing Letters of Good Standing  
   d. Receiving Letters of Good Standing from Extern clergy and lay persons  
   e. Signing Letters of Appt/Faculty  
   f. Immigration matters for extern clergy  
13. Chair of Curia and staff meetings  
14. Work with the Hiring Process for Chancery Staff  
15. Commission Liaison  
   a. Respect Life  
   b. Life Peace and Justice  
   c. Liturgy Commission  
16. Inter-office Communications  
17. Other duties as assigned by the bishop
Requirements:

- Must be a practicing Catholic in good standing
- Must have training in Canon Law
- Must have a minimum of 5 years pastoral ministry
- Theology degree a benefit
- Experience with Microsoft Office products
- Bilingual not required, but would be considered beneficial