



DIOCESE OF JOLIET
JOB DESCRIPTION

TITLE **Administrative Assistant in the Office of the Bishop**
AGENCY **Chancery Administration**
SUPERVISOR **Executive Assistant to the Bishop**

JOB SUMMARY

Carry out the administrative and secretarial duties required by the Office of the Bishop.

DUTIES & RESPONSIBILITIES

Serve as personal secretary to the Diocesan Bishops' Staff (Executive Assistant to the Bishop and Vicar for Priests).

Assists Diocesan Bishop and Auxiliary Bishop and their secretaries as requested.

Prepares correspondence via transcription and processes on computer

Composes drafts and does research for routine letters

Works on a variety of diocesan projects

Makes copies of correspondence and other printed materials

Open, screens and distributes mail

Answers phones and takes messages

Organizes and maintains the filing system with a record of pending items.

Creates, maintains and works with databases for letters, envelopes and checklists

Handles other duties as assigned

QUALIFICATIONS

High school or business school graduate; ability to maintain confidentiality is required. Must have previous Administrative/Secretarial experience and a solid working experience with computer programs such as Microsoft Word (including Mail Merge), Outlook, Excel, Explorer, Powerpoint, Access, etc. Must have advanced knowledge of proper telephone skills and etiquette and must be a self-starter with the ability to work independently and as a team player. Must be able to multi-task, be flexible and capable of handling a variety of on-going projects at the same time. Must be professional, discreet and understand the high level of confidentiality of the position; and be a practicing Catholic in good standing with the Church.

WORKING CONDITIONS

This is an N-6 position. Full time with benefits. Occasional overtime as needed.

Employee _____ / ____ / ____

Supervisor _____ / ____ / ____