

Saint Elizabeth Catholic Church

Job Title:	General Office Clerk	Status:	Non-Exempt
Department:	Parish Office	Reports to:	Pastor
Hours:	14 per week	Supervises:	No supervisory duties
Schedule:	M-F		

Position Summary: Under the direction of the Pastor of St. Elizabeth, the General Office Clerk handles basic reception duties, assists in the Parish Office with paperwork, website, and forms, and assists with special projects, as needed.

Essential Functions:

- Answers and screens incoming telephone calls and handles requests or forwards calls to appropriate personnel or voicemail boxes.
- Welcomes visitors, determines nature of visit and responds to requests for service or assistance; or contacts appropriate personnel when visitors arrive for appointments or to repair & service buildings and equipment.
- Collates weekly Church bulletins for distribution on Saturdays if needed.
- Receives, sorts and routes incoming mail.
- Maintains records for baptisms, weddings and funerals. Accesses and distributes information when requested.
- Maintains Mass schedule book, schedules Masses and collects Mass stipends.
- Maintains records for Prayer Line and Eucharistic Minister home visits and communicates information to designated volunteers.
- Schedules funerals in the church and coordinates with appropriate personnel.
- Sells fundraiser tickets, when needed.
- Creates, prints and copies fax cover sheets, memos, correspondence and other documents when necessary.
- Performs other general office duties as needed, such as filing, collating documents and processing outgoing mail.
- Maintains website and any communication from the website.
- Performs other related duties, as assigned.

Knowledge, Skills & Abilities:

- Bilingual Spanish preferred.
- Ability to handle multiple, concurrent tasks and to establish priorities.
- Ability to identify and resolve problems in a timely manner and to manage difficult and emotional situations.
- Ability to work around visitors and others in a tactful and positive manner, exercising sound judgment and courtesy with the ability to provide excellent customer service.
- Ability to effectively communicate, orally and in writing
- Ability to establish and maintain cooperative working relationships with clergy, co-workers and parishioners.
- Ability to perform typing accurately.
- Ability to pay strict attention to detail and work in a thorough, accurate manner and ability to complete work in a timely manner.
- Ability to handle confidential information in a discreet, professional manner.
- Ability to maintain organized files.

Education and Experience:

- High school diploma or general education degree (GED).
- Any combination of education, training and experience necessary to successfully perform the duties shown.

Essential Physical Functions:

- Climb stairs.
- Kneel, bend, crouch, stand and stoop to perform filing, re-stocking supplies and welcoming visitors.
- Sit at a desk for typing or performing data entry, writing by hand, reading, sorting and collating documents and answering the phone.
- Use hands to finger, handle, feel and reach.
- May occasionally lift or move up to 30 pounds.
- Specific vision ability required includes close vision, distant vision and ability to adjust focus.