

**DIOCESAN ADMINISTRATION  
POSITION DESCRIPTION**

**TITLE:** Administrative Assistant – Ecclesiastical Notary

**FLSA:** Non-Exempt

**SECRETARIAT:** Canonical Services and Tribunal

**STATUS:** Part Time  
Three Days Per Week

**ACCOUNTABILITY:**

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring a Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the Diocesan Administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position is appointed by the Judicial Vicar and accountable to the Director of Canonical Services.

**RESPONSIBILITIES:**

This support position provides secretarial, consultative, transcription, record, correspondence, and telephone services to encourage, promote, support and strengthen the goals and objectives of the Office of Canonical Services and Tribunal.

**ESSENTIAL DUTIES:**

1. Serve as Ecclesiastical Notary
2. Assist in the maintenance of Tribunal office calendar
3. Maintain, organize and manage files;
4. Process marriage investigation casework as prescribed by the 1983 Code of Canon Law;
5. Transcription of tape recorded and digitally recorded testimonies;
6. Proofreading and correction of others' transcriptions for content, context, and accuracy
7. Prepare various forms of correspondence, letters, and decrees;
8. Respond to telephone inquiries and/or make referrals to appropriate party;
9. Participate in weekly Tribunal Staff Meetings

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Provide copying and recording assistance internally and to field advocates;
2. Occasional backup for reception services;
3. Complete projects and assignments as directed by and in support of the Director of Canonical Services
4. Provide full range of mail services (sorting, labeling, bulk).
5. Perform other general office tasks as assigned

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

Education: High School Diploma or GED;

Experience: 2-5 years clerical/administrative office experience required

Skills: Proficient in the use of personal computers including: MS Word, tables and spreadsheets, MS Access, database and Internet programs

Ability to learn and employ additional software as needed

Able to communicate well orally and in writing

Able to use office equipment such as recording and dictation machines, digital recording/transcription programs, computers, calculators, copiers, FAX machines, etc.

Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic, canonically in good standing, who is registered and active in a parish or religious community.

Participation in the Diocesan Safe Environment Policy requisites, including a criminal background check, is required.

Exposure to objectionable material and offensive language or narratives is a strong possibility.

**ENVIRONMENT:**

1. General office - clean, well lit, environmentally comfortable, no air-borne particles;
2. Minimal exposure to chemicals related to copier equipment and general office solvents;
3. Lifting and carrying objects up to ten pounds occasionally required;
4. Reaching at shoulder level occasionally required;
5. Frequent hand manipulation is required in operating controls and equipment;
6. Frequent bending and climbing (stairs) required, occasional twisting and bending required;
7. Position requires working at desk most of work day; some standing and walking required.

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**DIOCESAN ADMINISTRATION**  
**DESCRIPTION OF RESPONSIBILITIES**

**TITLE:** Ecclesiastical Notary - Tribunal  
**SECRETARIAT:** Canonical Services and Tribunal

**ACCOUNTABILITY:**

All employees of the Diocesan Administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This canonical position is appointed by the Bishop and accountable to the Director of Canonical Services.

**RESPONSIBILITIES:**

This position provides canonically prescribed services in accordance with the 1983 Code of Canon Law to encourage, promote, support and strengthen the goals and objectives of the Office of Canonical Services and Tribunal. In the Diocese of Manchester the responsibilities of the Tribunal Ecclesiastical Notary are performed in conjunction with the incumbent's other official duties.

**ESSENTIAL DUTIES** (*cf.* cc. 483, 484):

1. Draw up the acts and instruments regarding decrees, dispositions, obligations, or other things which require action in canonical marriage investigation cases;
2. Record in writing what has taken place and sign the record with the date, time and place;
3. Establish in writing or by signature the authenticity for any acts, documents, necessary for all canonical processes;
4. Furnish acts or instruments from the records to one who legitimately requests them, and to declare copies of them to be in conformity with the original.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

Education: High School Diploma or GED.

Experience: 2-5 years clerical/administrative office work experience required;

Skills: Excellent observation skills and competence in document verification procedures;

Ability to communicate well both orally and in writing;

Proficient in the use of personal computers including: MS Word, spreadsheets, MS Access, database and Internet Programs;

Ability to learn additional software as needed.

Due to the nature of this position, it is required that the incumbent be in communion with the Catholic Church, canonically in good standing, of unimpaired reputation and above all suspicion (C. 483, §2), who is registered and active in a parish or religious community. Participation in the Diocesan *Protecting God's Children* Training, including a criminal background check, is required.