

8.4.3 Sample Job Description Parish Secretary

JOB TITLE: Parish Secretary

REPORTS TO: Rector

SUPERVISES: 2 Volunteers

NONEXEMPT (Eligible for overtime)

APPROVED by: Rev. McGoodperson DATE: February 6, 1990

FUNCTION:

Provides general secretarial support for the Rector and the parish under the direction of the Rector.

GENERAL RESPONSIBILITIES:

1. Prepares publications, Sunday bulletin, newsletter, correspondence, and reports. The secretary assembles, types, publishes, and distributes the above from information and/or original drafts from the Rector, Vestry, members of the congregation, and the Diocesan staff.
2. Coordinates, trains, and supervises two volunteers who assist in the preparation and distribution of the newsletter.
3. Schedules appointments for Rector as requested, and schedules building use. Maintains the appointment calendar, and reviews it daily with the Rector. Receives requests for and schedules use of the building. Provides Use of Facility Policy (as set by the Vestry or BAC) to users and obtains signed agreement. Accepts and records contributions for facility use.
4. Represents the parish (or mission) to telephone callers, and visitors.
5. Receives and routes incoming telephone calls. Provides general parish information. Receives visitors, and directs to appropriate person, or location.

SKILLS and APTITUDES:

Three to five years secretarial experience. Typing/wordprocessing at 75 words per minute. (Desktop publishing skills required.) Excellent communication ability required to interact in person or by telephone with a broad range of individuals. Ability to work with minimum of direct supervision. Supervisory skills sufficient to train, direct, and coordinate the work of two office volunteers are required.

CONTACTS:

The position is in daily contact with the Rector, the general public, and frequent contact with the Vestry, congregation, and the Diocese. The secretary will often be providing information or other assistance to the above contacts, but is under the direct supervision of the Rector.

JOB CONDITIONS:

There are no specific or unusual physical demands related to this position. Oregon law prohibits smoking inside public buildings. Eating in the office area is discouraged.