

## JOB DESCRIPTION

### Data Entry & General Office Clerk

Saint Edward the Confessor Church, Diocese of Orange

**POSITION TITLE:** Data Entry & General Office Clerk

**STATUS:** Part-time (20 hours); Non-exempt

**SUPERVISORY RESPONSIBILITY:** None

**REPORTS TO:** Senior Business Manager

**PRIMARY PURPOSE:** Accurately record data including Catholic sacraments, donations, compliance and other information; administrative support for clergy and office staff

#### **QUALIFICATIONS & EXPERIENCE:**

##### REQUIRED:

- Courteous and professional manner with strong organizational and communication skills and ability to accurately communicate information.
- Excellent working knowledge of computer applications in a Windows environment.
- Knowledge of Roman Catholic Church practices and rites of the Sacraments of Baptism, First Communion, Reconciliation, Confirmation and Matrimony, as well as related programs and processes.
- Highly developed, rapid and accurate data entry skills.
- Ability to understand and follow established operating procedures.
- Ability to keep information confidential.
- Fluent in both English and Spanish.
- Able to pass criminal background screening and Live Scan fingerprinting.

##### DESIRED:

- High school graduate or higher.
- Three years or more experience working in a Church environment.
- Practicing Catholic.
- Familiarity with PDS, WeGather, Salesforce or other data management systems.

#### **WORKING CONDITIONS**

- Office environment, with substantial public contact.
- Job functions may require maintaining physical condition necessary for prolonged periods of sitting or standing; climbing stairs; walking on uneven ground; reaching or kneeling; lifting and carrying 10 to 20 pounds; extensive use of computer keyboard.

**EQUIPMENT OPERATED:** Multi-line telephone, personal computer, printers, fax machine, copiers, paper shredder, postage machine, calculator and other office equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Regular attendance as scheduled; punctuality.
2. Detailed and accurate digital recordkeeping.
3. Detailed, accurate and legible manual recordation of sacraments into registries.
4. Accesses designated system for location of parishioner information, and updates as needed.
5. Relieves front office staff as needed, including answering telephones and greeting visitors; friendly, courteous and cooperative demeanor.
6. Communicates clearly and professionally with ministry and administrative personnel as well as clergy to obtain necessary data for input.
7. Responds promptly to inquiries and/or provides notice to other parishes/schools regarding sacraments and to all Diocesan requests for records.
8. Supports clergy and administrative personnel with a variety of tasks on an as-needed/requested basis.
9. Maintains strict level of confidentiality at all times.
10. Maintains a clean, efficient and professional office.
11. Attends webinars, training, and meetings when assigned.
12. Other duties as may be assigned.

**Date Prepared:** July 2, 2021

**Approved By:** Tom Leeman