

PARISH:

TITLE: *Administrative Assistant Level I*

NAME

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE:

Provides administrative support to the supervisor.

II. ESSENTIAL POSITION DUTIES:

- A. Maintains the Parish Database System making changes, additions and deletions as needed.
- B. Maintains filing systems for the office.
- C. Maintains an inventory of office supplies and reorders as needed.
- D. Registers parishioners and schedules baptisms.
- E. Prepares letters, forms, and brochures and other correspondence for the office.
- F. Prepares and processes regular mail and bulk mailings.
- G. Refers those in need to social agencies when appropriate.
- H. Makes and collates photo copies.
- I. Assists with answering telephone and greeting visitors and assisting them or referring them as appropriate.
- J. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____