

PARISH: TITLE: *Administrative Assistant Level II*  
NAME: REPORTS TO:  
DATE: GRADE:

---

The following list of major job duties and responsibilities does not necessarily represent any one job. It is the compilation of the diversity of the job duties fulfilled by many people who have a job title similar to that of *Administrative Assistant Level II*. It is not an expectation that any one person necessarily fulfills all of these job duties. It is also recognized that there may be elements of a job which are not included in the checklist. Parishes are encouraged to create job descriptions, using these checklists as a guideline in this effort.

### **I. POSITION PURPOSE**

Provides administrative services in support of the parish and its activities.

### **II. ESSENTIAL POSITION FUNCTIONS**

- A. Assures preparation of the weekly parish bulletin.
- B. Performs secretarial functions for the pastor and other staff as delegated.
- C. Provides general support and serves as an administrative resource to those needing assistance.
- D. Maintains Sacramental records, parish registration and other parish filing systems.
- E. Maintains facilities calendar and accommodates requests for changes.
- F. Serves as liaison and public relations representative between parish and its staff members, parishioners, committee members (funeral, welcoming), vendors and others visiting or calling the parish.
- G. Assists those in need by providing appropriate referral sources.
- H. Maintains office supply inventory and reorders as needed.

- I. Supervises the receptionist.
- J. Coordinates volunteers as needed for parish administrative project.
- K. Serves as back-up receptionist as needed.
- L. Prepares appropriate documentation and provides duplicating and collating services for workshops and staff events.
- M. Attends workshops and provides general assistance as needed.
- N. Performs other duties as assigned.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_