



SAINT JOSEPH PARISH

## POSITION DESCRIPTION

Position: Main Office Receptionist

FLSA: Non-Exempt

Reports to: Principal and Business Manager

**General Summary:** The Main Office Receptionist provides secretarial services for the office. This position greets and welcomes all visitors to Saint Joseph Parish.

### **Essential Duties and Responsibilities:**

- Answers telephone calls promptly; ensuring the calls are directed to appropriate personnel or voice mail in a kind and professional manner.
- Greeting office visitors to ensure they are directed to the correct personnel appropriately in a professional manner.
- Distributes mail to mailboxes and receives packages from delivery drivers. Notifies personnel of the delivery.
- Create monthly Mass attendance sheet for Usher's room.
- Update the Parish Office Bulletin board.
- Distribute parish emails to appropriate personnel.
- Assist parish office in various tasks as needed.
- Assist with the Extended Day Program by greeting parents of the students and contacting the classrooms to facilitate individual dismissals.
- Proof bulletin and fill bulletin boxes on Fridays.
- Assist with various data entry and clerical responsibilities along with other duties as assigned.

## **Knowledge, Skills, and Abilities Required**

- High school degree required or general equivalency degree (GED) and at least 2 years' experience in an office performing secretarial type duties.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must maintain a high level of attention to quality, detail, accuracy, and efficiency.
- Must have good communication skills with staff members, keeping them apprised of projects.
- Must have the ability and experience to work in a respectful team environment with other parish personnel.
- Requires above average communication skills including verbal, written, and listening.
- Must have the ability to maintain confidentiality in all matters.
- Must successfully pass the required background check prior to employment stipulated in the Diocesan Policy for the Protection of Minors and Young People.
- Must comply with the Diocesan Policy for the Protection of Minors and Young People and uphold the Standards of Behavior and Boundaries contained in that policy while abiding with the Guidelines for the Prevention of Abuse of Vulnerable Adults.
- Must have excellent organizational and interpersonal skills including tact, courtesy, and diplomacy.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional and religious journal and technical procedures. Ability to write reports and correspondence. Ability to effectively present information and respond to questions from the pastoral staff, parishioners and the public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Receipt and Acknowledgement**

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I understand and agree that the position description is presented as a matter of information only and is not to be construed as a contract between Saint Joseph Parish and its employees.

\_\_\_\_\_  
Office Receptionist Printed Name

\_\_\_\_\_  
Office Receptionist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date