

## JOB DESCRIPTION

Diocese of Orange, Pastoral Center, Garden Grove, CA

**Date Prepared:** 10/25/2022

**Date Issued:**

**Date Revised:**

**Approved By:**

**Approved By:**

**POSITION TITLE:** Ecclesiastical Notary

**JOB CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Tribunal and Canonical Services

**REPORTS TO:** Moderator of the Tribunal

**SUPERVISORY RESPONSIBILITY:** none

**INTERNAL/EXTERNAL CONTACTS:**

**SUMMARY OVERVIEW:**

To provide administrative/clerical assistance to the Tribunal Judge(s). The Notary functions as a legal assistant. In addition to the skills of an assistant, the notary will be expected to learn enough about Canon law to facilitate the various canonical procedures for which the Tribunal is responsible. A candidate for this position must be able to work harmoniously with others and assume additional responsibilities as needed. The candidate must also be able to work calmly and quickly under the pressure of deadlines.

**ESSENTIAL FUNCTIONS:**

The responsibilities of this position include, but are not limited to, the following:

- Process marriage cases and other canonical cases according to the requirements of Canon law and the practice of the Tribunal
- Act as Notary for all formal testimonies taken
- Assist the Judge(s) with scheduling and correspondence
- Prepare letters and decrees for cases and track their progress using Canonical 2.0, the Tribunal's case management system (database management)
- Ensure accuracy, completeness and professionalism of all materials produced
- Answer the telephone in a courteous manner and assist clients when necessary
- Deal with difficult individuals in a professional, calm, attentive, and firm manner

**NON-ESSENTIAL FUNCTIONS:**

- Perform other work-related tasks as assigned.

**QUALIFICATIONS & EXPERIENCE REQUIRED:**

- Knowledge of and firm commitment to the teachings of the Catholic Church regarding marriage
- A firm commitment to the administration of justice with charity in the Church

- Ability to maintain confidentiality
- Knowledge of, or willingness to learn, the canon law that is relevant to the work of the Tribunal
- Knowledge of Microsoft with strong Word and Excel skills
- Excellent analytical skills, verbal and written communication skills
- Good organizational skills
- A courteous manner and sensitivity to the needs of those who approach the Tribunal
- Flexibility and willingness to assist others in the office
- Speak and write in Spanish

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.