

## **DIOCESE OF RAPID CITY**

### **JOB DESCRIPTION**

- TITLE:** **Tribunal Administrative Assistant**
- QUALIFICATIONS:** College/Vo-Tech Diploma, above average secretarial, computer and organizational skills, high degree of confidentiality and dependability, ability to work without direct supervision. Maintains and demonstrates a positive attitude toward the invalidity process.
- REPORTS TO:** **Judicial Vicar**
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.
- TERMS OF EMPLOYMENT:** Full time - Non Exempt - Support
- JOB FUNCTION:** To assist the Judicial Vicar in the general coordination and direction of all Tribunal functions.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Signs and authenticates all documents as Tribunal Notary and signs documents from other dioceses as Ecclesiastical Notary for the diocese.
2. Prepares documents, opens and maintains client files and coordinates office functions that support the judicial procedures for Marriage and Nullity Cases.
3. Responds to inquiries made about cases until they are resolved in some way.
4. Assists the Judicial Vicar in directing the progress of marriage cases, including, but not limited to Formal cases, Documentary cases, Favor of the Faith, Privilege, Sanatio cases.
5. Prepares all necessary steps to process each incoming case and maintains confidentiality throughout the entire process.
6. Reviews and files all evidence; tracks and follows cases through the various stages of Acceptance, Competency, Notification of Witnesses and Parties, Investigation, Assessors Discussion/Decision, reception of the briefs of the Defender, the Judge, and the Advocate, Sentencing and Promulgation.
7. Conducts all requests for competence from other Tribunals.
8. Contacts petitioners, respondents, witnesses, pastors, advocates, personnel from other tribunals, and experts as needed.

9. Schedules depositions of petitioners, respondents and witnesses for matrimonial nullity.
10. Transcribes recorded testimony
11. Proofreads, correspondence, canonical definitive decisions, defender and advocate briefs and files all paperwork and forms as required
12. Maintains tribunal archives and card files on prohibitions.
13. Copies the Acts of cases to be distributed to Tribunal members for Discussion/Decision (1<sup>st</sup> Instance Court).
14. Prepares cases for viewing by the Petitioner/Respondent when asked to come in for Publication of Acts ensuring confidentiality for those who wish it.
15. Copies and maintains all Forms, Petitions and Brochures related to the Tribunal.
16. Assists the Judicial Vicar in reviewing prenuptial packets received from pastors and preparing requested permission or dispensation.
17. Assists Judicial Vicar in preparing the Tribunal budget and submit receipts of expenditures to diocesan CFO.
18. Completes all financial transactions associated with Tribunal function.
19. Assists Judicial Vicar in preparing the year-end Reports: to Rome and Canon Law Society of America.
20. Attends and participates in Chancery Staff meetings as required.
21. Assists the director in special projects, i.e. workshops, etc.
22. Maintains a safe and orderly work area.
23. Provides for his/her own spiritual and professional growth.
24. Assists in promoting a positive and hospitable office climate.
25. Speaks positively about the Diocese of Rapid City.
26. Other duties as assigned.