

## **JOB DESCRIPTION**

Diocese of Orange, #251 St. Timothy Church

**Date Prepared:** 07/16/24

**Approved By:** Debora Dubeau  
Front Office Manager

**Date Issued:**

**Approved By:** Beverly Fisher  
Business Manager

**POSITION TITLE:** Full-Time Front Office Assistant/Receptionist

**JOB CLASSIFICATION:** Non-exempt, Mon – Fri 8:30AM – 5:30PM

**DEPARTMENT:** Administration

**REPORTS TO:** Front Office Manager

**PAY RANGE:** \$17.00 - \$20.00 per hour, depending upon experience

**SUPERVISORY RESPONSIBILITY:** N/A

**INTERNAL/EXTERNAL CONTACTS:**

Clergy, Parish Staff, parishioners, volunteers, visitors

**SUMMARY OVERVIEW:**

Greet, welcome, and assist individuals who come into or contact the Front Office in a professional and pastoral manner. Answer questions and give information on various church topics; operate computer and telephone console; may assist staff by providing clerical and administrative support as needed.

**ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Greet and welcome parishioners and guests.
2. Answer questions both in person and on phone regarding Mass times, scheduled events, and general information.
3. Takes accurate messages and deliveries in a timely manner.
4. Records various donations, payments, and Sacramental records.
5. Performing other office-related tasks.
6. Team player who takes initiative.

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Has knowledge of procedures, practices, tools, and equipment used in an office environment
- Organizational and interpersonal skills
- Familiar with Catholic faith and parish operations
- Bi-lingual in English and Spanish
- Familiar with Microsoft Office, including Word, Excel, Publisher, Teams, etc.
- Maintain confidentiality in all manners

**DESIRED:**

- 2 years of experience as a receptionist/admin. Assistant, preferably in a church environment.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Mostly indoor and occasionally outdoor environment
<b>Equipment Used:</b>	Telephone, computer, copier , scanner, shredder, postage meter, adding machine
<b>Essential Physical Tasks:</b>	Remain stationary, either standing or sitting; reaching; walking between buildings; occasionally lifting materials weighing up to 30 lbs.