

BILINGUAL ASSISTANT NOTARY POSITION – Marriage Tribunal

The Diocese of Sault Ste. Marie is currently seeking a permanent part-time bilingual Notary Assistant to join the staff of the Diocesan Centre at 30 Ste. Anne Road, Sudbury, ON. P3C 5E1

MARRIAGE TRIBUNAL OFFICE JOB DESCRIPTION

Starting and accepting new cases with Petitioners, intake interviews required and filing preparations,
Setting up and daily management of cases which includes extensive knowledge of FILEMAKER software,
Assigning and Auditing information and meetings with parties and witnesses to the action,
Rogatory management and assignments,
Transferring case management to other Tribunals,
Transcribing and typing of testimonies,
Advising parties of annulment including decisions, and notices
Other cases: Ligamen, Privilege of Faith, Pauline Privilege, Nihil Obstat cases,
Billings and Year End Reports,
General Office Duties, including filing, mail data expeditions, the annual updates of Diocesan contact information, etc.,
Marriage information and documentary support for Priests, Parishes and Faithful,
Rites of the Church information management, updating and dissemination,

Qualifications:

Excellent communication skills both in English and French including written and verbal skills to communicate with all levels of the organization,
Knowledge of Roman Catholic Church organization and operating structure would be beneficial,
Experience operating dictating systems, and a multi software environment,
Ability to prepare business memos, letters, and other formal communication processes etc.,
Strong knowledge of Microsoft Office products, including Excel, Word and Power Point, PDF, and Filemaker in addition to learning other programs,
Ability to maintain filing systems and databases,
Excellent organizational skills with ability to prioritize and pay attention to detail, working in unsupervised environment, meeting deadlines and being a mature self-starter,
Good listener, polite, professional and diplomatic when communicating with the clients/visitors as well as internal stakeholders. Professional attire and deportment is required,
Office Administration or legal assistant diploma or equivalent experience would be considered an asset.

Terms:

Renewable one year contract, 6 months probationary period to start, permanent part time long term position.

A competitive compensation package including salary, benefits and generous vacation time is provided

Hours: Monday to Friday, 8:30 AM to 12:00 PM, with possible increase of more hours.

Please submit, by June 10, 2016, your résumé, cover letter, 3 references and your start date availability by email to hr@diocesecentre.com or by mail to:

**Human Resources
Diocese of Sault Ste Marie
30 Ste Anne Road, Sudbury, ON P3C 5E1**

The Diocese would like to thank all the interested candidates, only those selected for interviews will be contacted