



CAREER OPPORTUNITY for Tribunal Caseworker and Administrative Assistant (Full-time) Catholic Pastoral Centre – Calgary

OVERVIEW

The Tribunal Caseworker and Administrative Assistant works on cases in the ecclesiastical Tribunal which adjudicates petitions for the declaration of nullity of marriage. This position also provides day to day administrative support to the Judicial Vicar and Chancellor and others in the Tribunal, contributing to the efficient and professional operation of the office.

RESPONSIBILITIES

- Performs general administrative duties such as word processing, filing, answering phones, photocopying, creating and retrieving correspondence for the Judicial Vicar and other members of the department as required
- Work on cases of declaration of nullity of marriage as required
- Instruct Favour of the Faith cases as required
- Instruct Pauline Privilege cases as required
- Preparation of ordinary case correspondence, citation of parties, conduct interviews of parties and witnesses, formulation of the sentences, etc.
- Conduct Rogatories – the interview of parties and witnesses when other Tribunals ask for assistance
- Organizes and schedules appointments for the Judicial Vicar
- Plans meetings and takes detailed minutes of meetings as required
- Assists in meeting deadlines for various tasks and projects that the department is accountable for
- Assists in data collection and collating of information including use of internet and other resources as necessary
- Assists in the dissemination of information regarding the department and its mandate to internal and external stakeholders
- Implement high level of accuracy and literary skills (e.g. grammar, punctuation) in the typed documents
- Maintain digital filing system for Tribunal
- Other duties as assigned

QUALIFICATIONS

- Minimum two years' administrative experience
- Minimum 1 year experience in a Tribunal department
- Diploma in Canonical studies or a bachelor's degree in Theology or related experience
- Proficient MS Office Skills (Excel, Word, PowerPoint, Outlook)
- Ability to maintain confidentiality in all aspects of work
- Excellent interviewing and interpersonal skills
- Strong attention to detail and proofreading skills
- Excellent communication skills and listening skills

- Ability to adapt to rapidly changing priorities
- Ability to work independently and as a member of a team
- Possesses strong organizational and time management abilities

HOURS OF WORK

Monday to Friday; 8:30 a.m. – 4:30 p.m. (includes one-hour unpaid lunch break)

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4pm on Friday, August 18, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.