

Secretary/Notary Office of the Metropolitan Tribunal

Tribunal Building
2705 Louisiana Street
Houston, Texas 77006

Summary:

The Archdiocese of Galveston-Houston Metropolitan Tribunal, as defined in Canon Law is an extension of the Archbishop's Judicial Ministry, seeks suitable candidates for the position of Secretary/Notary. Candidates for this position must understand and support the mission of the Catholic Church, the work that the Tribunal accomplishes, and must reflect the gospel message of Jesus Christ.

Education/Experience/Qualifications:

Candidates must possess a High School Diploma or equivalent, with an Associate's Degree preferred; minimum of 3 years administrative assistant and secretarial support; competent and professional oral and written communication skills; able to answer the telephone in a professional manner, successfully complete and prepare a yearly budget and yearly Rome Report; computer programming and working knowledge of Microsoft Word, Microsoft Office, and Excel; review and log incoming mail and file it appropriately. This Candidate must be able to treat all petitions with respect and confidentiality.

Fluency in English in Spanish is preferred or fluency in English and Vietnamese is preferred.

Send your cover letter, resume, and minimum salary requirement* to resume@archgh.org with Tribunal Secretary/Notary on the subject line.

Applicants who fail to include minimum salary requirement may not be given further consideration.