

Records Clerk II

Archives and Records Department

Downtown Chancery

1700 San Jacinto Street
Houston, TX 7002

Summary:

The Archdiocese of Galveston-Houston is accepting applicants for a full-time Records Clerk II position in the Archives and Records Department. The Records Clerk will be part of a team that manages Chancery, parish, and school records. Under the supervision of the Director of Archives and Records, the candidate will organize, and inventory records received from Chancery departments and other sources. The candidate will also assist individuals who need sacramental, school, or health records. The Records Clerk II is expected to carry out job duties in a professional and confidential manner.

Founded in 1847, the Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in a 10-county area. It is the 5th largest diocese in the United States. It comprises 153 parishes and missions, 45 elementary schools and 11 high schools. The Archdiocesan Archives contains records dating back to 1840, documenting the rich history of the Catholic Church in southeast Texas.

Essential Duties and Responsibilities:

- Assist in the review of records transferred to the Archives; review inventories; organize records where necessary and edit or create inventories as needed.
- Respond to requests for sacramental, school, and clinic records.
- Enter information in databases (sacramental records, Cemetery records, Texas Catholic Herald citations).
- Answer other inquiries by phone, email or in person.
- Assist parishes with questions on sacramental records.
- Assist the Director with other projects as assigned.

Education and Experience:

- Minimum high school diploma with some college or career school training or certifications; 2 -5 years related experience and/or training required.
- Written communication skill to compose routine letters and to edit and proof document inventories.
- An in-depth understanding of overall departmental policies and procedures, as well as oral communication skills to communicate these to parish staff members and outside clients. Familiarity with Catholic parish or school office procedures, particularly with regard to sacramental records, is a plus.
- Analytical ability necessary to handle moderately complex tasks such as researching and organizing records.
- Strong professional and interpersonal skills.
- Bi-lingual Spanish/English is a plus.

Suitable candidates may send cover letter, resume and minimum salary requirement* to resume@archgh.org with "Records Clerk II" on the subject line.

*Applicants who do not include minimum salary requirement may not receive further consideration.