

Secretary/Notary

Office of the Metropolitan Tribunal

Tribunal Building
2705 Louisiana Street
Houston, Texas 77006

Summary:

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

The Secretary/Notary exercises the particular abilities of a highly organized person, is able to work independently, and is adept at using one or more word processing programs, e-mail, Internet browsers, desktop publishing program, spread sheet program, database program, and other such programs as necessary.

This position requires well-developed people skills that include the ability to communicate politely and respectfully in person, on the telephone, via e-mail, and by the written word when called upon. This position will have access to and regularly works with matters that are confidential, and of a critical nature thus, this position requires a high level of confidentiality and mature professionalism in carrying out all tasks and responsibilities related to the Office of the Metropolitan Tribunal. This is a full-time, 40 hours per week, 12-month, benefits eligible position.

Education Experience

Candidates must possess a High School Diploma with some college preferred; minimum of 5 years working as an administrative assistant as secretarial support; professional oral and written communication skills; able to answer the telephone in a professional manner and relay and take correct and concise messages.

Expert computer programming skills with working knowledge of Microsoft Word, Microsoft Office, and Excel; able to review and log incoming mail and file it appropriately.

Fluency in English and Spanish or fluency in English and Vietnamese is a plus.

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

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