



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Assistant to the Judicial Vicar, Victoria Marriage Tribunal*

The Roman Catholic Diocese of Victoria is seeking an Administrative Assistant to act on behalf of the Judicial Vicar and the Marriage Tribunal (in all matters pertaining to marriage) in a confidential and professional manner.

Duties and Responsibilities:

- Update and process marriage forms and maintain records and registers for the Marriage Office
- Receive and process applications for nullity under the direction of the Judicial Vicar
- Function as Auditor, conducting interviews as required
- Transcribe testimonies
- Prepare correspondence as necessary
- Prepare cases for the Tribunal officials
- Prepare yearly statistics
- Update and design new forms as appropriate

Position Requirements:

- Excellent command of the English language and strong interpersonal skills
- Organizational skills and the ability to prioritize tasks with minimal supervision
- High level of initiative, judgment, confidentiality and discretion
- Must be proficient with MS Office Suite, in particular Outlook, Word and Excel
- Have excellent verbal and written communication skills, including proper spelling, grammar, and punctuation
- Be an active / practicing member of the Catholic Church and while knowledge of canon law (marriage) is not required, it would be an asset
- Previous experience in a professional office environment along with relevant education
- Have competency in interviewing techniques

At present, regular working hours are 8:00 am to 4:00 pm, Monday to Thursday.

Interested applicants are invited to submit a résumé and cover letter with “*Assistant to the Judicial Vicar*” in the subject line by **November 15, 2017** to:

Roman Catholic Diocese of Victoria

Attention: Rev. John Laszczyk, Judicial Vicar

#1-4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: chancery@rcdvictoria.org

Website: www.rcdvictoria.org/employment.php

The position will remain open until filled.

Please note that only those short-listed for an interview will be contacted.