Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Job Title:	Ecclesiastical Notary and Assistant
Location:	Catholic Center
Reports To:	Director of Tribunal
FLSA Status:	Part-Time or Full Time / Hourly

Summary:

- The Ecclesiastical Notary serves as an assistant in the office of the Tribunal, reporting to the Director of the Tribunal and a dotted line reporting to the Judicial Vicar. In accord with canons 483-485 and 1437 of the *Code of Canon Law*, this position serves as an Ecclesiastical Notary for cases as they are assigned. This role also acts as a secretary for the office of the Tribunal and is expected to maintain a high level of confidentiality and professionalism at all times. This position has the possibility to be classified as full time or part time depending on the selected candidate.

Essential Job Functions:

- Answer telephone calls, schedule appointments, and refer questions appropriately.
- Assist the Judges and Defender of the Bond by preparing questionnaires and correspondence, filing, copying, and taking dictation.
- Prepare cases to be sent to the Court Psychological Expert.
- When necessary, prepare cases to be sent to the Appeals Court or the Holy See.
- Keep track of the status of all cases in digital format for immediate access.
- Transcribe testimony taken by the Judges.
- Keep accurate records in preparation for reports to the Apostolic Signatura, the Secretariat of State, and the Canon Law Society of America.
- Prepare dispensations and/or permissions to be granted for marriages.
- Keep track of requests for dispensation and/or permissions in digital format and for archival binding in book format.
- Assist in answering telephone calls for the Chancery as needed.
- Serve as support staff for the planning of the Midwest Canon Law Society conference.
- Complete other related duties as assigned.

Required Skills and Education:

- Bachelor's degree or commensurate work experience.
- A self-starter who demonstrates initiative in organization.

- Computer skills, especially in Word and Excel, skills in digital record-keeping, and motivation to learn new technological skills. Typing skills and the ability to transcribe interviews with accuracy.
- Excellent proofreading skills and superior attention to detail since the nature of the work demands this.
- Willingness to learn and follow office procedures which are subject to change when necessary.
- Ability and willingness to learn procedures required by canon law, demonstrating respect for the teachings of the Church.
- Ability to maintain strict confidentiality, realizing that an oath of confidentiality is required.
- Must be a practicing Catholic in good standing with the Church, including that one's marriage is recognized as valid by the laws of the Catholic Church.
- Ability to deal with the stress entailed by any required deadlines as well as the content of the situations which relay emotionally distressing issues.

Applicants shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply please send your resume and cover letter to humanresources@evdio.org