

**ARCHDIOCESE OF SANTA FE
4000 ST. JOSEPH'S PLACE N.W.
ALBUQUERQUE, NM 87120**

ANNOUNCEMENT OF POSITION AVAILABILITY

POSITION TITLE: Ecclesiastical Office Assistant
DIVISION: Moderator of the Curia

DUTIES & RESPONSIBILITIES:

Provide administrative support to the Judicial Vicar and serve as liaison to Tribunal staff and parishes. To provide services and support the daily routine and the overall function of the Tribunal Office.

QUALIFICATIONS:

A. Education/Work Experience/Skills and Personal Requirements

- High school graduation is required with at least two years of post-secondary schooling is preferred
- Solid praxis in theology and Roman Catholic traditions
- Two years of experience in office administration, clerical procedures, and record keeping systems
- Bilingual speaking and writing abilities in Spanish and English (preferred)
- Ability to comprehend and follow the canonical judicial process
- Excellent communication skills, both verbal and written
- Proficiency with MS Office Suite and experience with appropriate software
- Understanding of, and adherence to, confidentiality
- Ability to answer the telephone and take messages
- Ability to be compassionate in all situations
- Demonstrated sensitivity to a multicultural church
- Ability to work well with staff and supervisors
- Work on site/in office and skilled in time management and able to multi-task

SPECIFIC DUTIES:

1. In work situations and dealing with co-workers and the public, adhere to the Mission Statement of the Pastoral Center and follow policies and procedures of the Archdiocese and Pastoral Center.
2. Performs a variety of general office administrative duties, in support of the Judicial Vicar and Tribunal Staff.
3. Gather information regarding Tribunal cases, working with Petitioners, Respondents, and advocates as well as Judges and Defenders of the Bond in order to instruct marriage cases.
4. Work with parish priests, pastoral ministers, and staff to meet the needs of those requesting review of their marital status in the Church.
5. Receives incoming communication or memos on behalf of the Judicial Vicar, determines importance, and summarizes and/or distributes contents to appropriate staff.

6. Receives, sorts and screens mail and correspondence from all sources ensuring confidentiality with items received and sent, takes direction on how certain requests should be handled and provides responses when appropriate.
7. Maintains records for case files.
8. May be called upon, at the discretion of the immediate supervisor, to perform comparable duties of a similar or related nature or to assist in areas where the Pastoral Center needs require.

PAY STEP: 5 - \$37,130 / 35 hours per week, excellent benefits package

CONTACT: HR Director, 505-831-8130 or email at csalcido@asfnm.org

POSTING DATE: December 22, 2025

CLOSING DATE: Open until filled