



Diocese of Laredo Job Announcement

Posting Date: March 15, 2022

Application Deadline: Until Filled

Position: Tribunal Coordinator	FLSA Status: Non-Exempt
Minimum Requirements: Must have a high school diploma or equivalency, two years of office experience in tribunal ministry, preferred. Proficient use of Microsoft Office products. Able to multi-task, write correspondence, and provide customer service with professionalism. Must be able to work and communicate both verbally and in written form effectively in English and Spanish. Able to maintain confidentiality and discretion with information gathered as a result of the work duties.	
Start Date: Immediate	Location: Pastoral Center
Position Status: Full-Time	Work Schedule: Mon-Thurs., and as needed

Position Summary: The Tribunal Coordinator is responsible for ensuring the work duties of the position are in accord with the Code of Canon Law. The coordinator will ensure the effective and efficient operation of the position by performing duties that meet the needs and demands of the Tribunal. General duties include maintaining accurate records for the tribunal and following a process for each petition filed.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Serve as contact person for petitioner, respondent, advocates and other parties involved in annulment cases.
- Process annulment petitions upon receipt.
- Interview the petitioner or respondent.
- Open/accept new cases and record in the protocol book all acts which arrive at the Tribunal.
- Enter information in the TMS database.
- Receive documents exhibited by the parties: send citation letters, see to the preparation of the summaria of the process and distribution to the judge.
- Follow annulment cases from initiation to conclusion and correspond with the parties involved as needed.
- Close out completed cases, including Decrees.
- Send out notification on closed cases to the parish where parties were baptized and married; and mail the final decree for the petitioner and respondent.
- Serve as Notary for Tribunal acts, as needed.
- Performs document translation services from Spanish to English.
- Other duties as assigned

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org
For additional information, please contact:
Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity.

Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement