



**Diocese of Laredo  
Job Posting**

Posting Date: September 12, 2024

Application Deadline: Until Filled

<b>Position:</b> Executive Secretary	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Must have high school diploma or equivalency. Two years of secretarial experience and ability to type at least 40 words per minute. Computer literacy and proficiency in MS Office and knowledge of Adobe program. Knowledge of proper use of Spanish and the ability to translate correspondence from English to Spanish and from Spanish to English. Advanced dictation skills. Must be in full communion with the Catholic Church.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery Office
<b>Position Status:</b> Full-Time, 40 hours per week	<b>Work Schedule:</b> Monday – Friday, and as needed

**Position Summary:**

The Executive Secretary is responsible for providing assistance and support to the overall operation of an Administrative Office by maintaining accurate records for the office, preparing professional and confidential correspondence. Additional duties include greeting visitors and assisting in other office duties as required.

**Essential Duties, Functions and Responsibilities: (A complete position description is available at the HR Office.)**

- Prepare administrative correspondence, reports, meeting notes, and meeting minutes.
- Maintains current listing of clergy in the diocese, documents assignments, transfers and appointments of clergy to councils, parishes and committees.
- Create spreadsheets and reports as requested.
- File correspondence and records timely.
- Answer telephone in a prompt, professional and courteous manner.
- Greet visitors in a prompt, professional and courteous manner.
- Monitor budget for the administrative office.
- Prepare order requisitions for office supplies.
- Prepare disbursements for payment of office expenses and reimbursements.
- Monitor any messages received and distribute accordingly and timely.
- Must complete assigned tasks in a timely manner while encountering multiple and frequent interruptions during the workday.
- Other duties as assigned.

**Additional Skills, Certifications or Licenses Required:**

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

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

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)  
For additional information, please contact:  
Office of Human Resources - Diocese of Laredo  
1901 Corpus Christi St.-Laredo, Texas 78043-(956) 727-2140

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**