

JOB POSTING FOR TRIBUNAL NOTARY/SECRETARY

The Charlotte Diocesan Tribunal is responsible for processing marriage nullity cases.

Responsibilities:

- Full time position
- Screens calls, answer routine questions
- Enters new cases into data base
- Assist with case preparation
- Makes copies of cases as needed
- Archive management
- Attends to financial matters for the Tribunal
- Assists Judicial Vicar with special projects

Requirements:

- High School or Business College graduate or equivalent
- Three years of clerical experience with the ability to type 55 WPM accurately
- The ability to read, write, and speak English well
- Strong verbal, computer, and interpersonal skills
- The ability to maintain strict confidentiality
- Must be a practicing Catholic
- Bi-lingual in Spanish a plus

The Location:

The Pastoral Center, 1123 South Church Street, Charlotte, North Carolina 28203

Time frame and how to submit application:

Please submit your resume or CV with a cover letter to Lisa D. Sarvis at ldsarvis@rcdoc.org no later than November 12, 2021