

Canonical Clerk & Secretary
Office of Canonical Services, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The mission of the Ministry of Canonical Services is to assist in the judicial dimension of the Diocese. The Diocesan Bishops exercise their judicial authority either directly or through others. It is customary that the Bishop exercise that judicial authority through a Tribunal and / or Office of Canonical Services. The duty of that ministry is to provide a forum for the Christian faithful to vindicate or defend their rights. In the United States the primary function of the Tribunal or Office of Canonical Services is to evaluate the claimed invalidity of a marriage in the context of Catholic sacramental teaching. For this reason, the staff of the Office of Canonical Services will always attempt to maintain a demeanor of fairness and equity in the handling of every matter brought to it for adjudication.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Scan, organize, back up and purge old annulment cases and other paperwork (requires use of Adobe Acrobat).
- Scan, send, and track cases for final sentences from ghost writers.
- Copy, mail, and file ordinary case correspondence and decrees.
- Data entry of cases into the Annulment Databases (Microsoft Access).
- Processing of Lack of Form cases (Microsoft Access).
- Track and record marital dispensations.
- Transcription of interviews conducted by judges and auditors.
- Preparation of marital paperwork requiring a *Nihil Obstat* and transfer of documents.
- Conduct searches for missing Respondents.
- Answering phones and providing basic information for annulment requests.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Very good communication and people skills, both in person and over the phone.
- Very good attention to detail and well organized.
- Computer skills, including knowledge of Microsoft Word, Outlook, Excel, Publisher and Access as well as Adobe Acrobat Pro. Familiarity with internet searches.
- High personal integrity and an ability to maintain confidentialities (that is, never bringing or talking about any details of annulment cases with anyone outside the Office of Canonical Services).
- Bi-lingual and bi-literate: English – Spanish.
- Practicing Catholic in good standing with the Church. Familiarity with canon law and canonical procedures would be preferred.
- College degree is preferred, but at least an ability to read, understand, reason, and write very well.
- Ability to work in multi-cultural environment.
- Attend advocacy training classes put on by the Office of Canonical Services.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, stooping, standing, sitting, lifting and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested candidates, please forward your resume and salary requirements to:

**Diocese of San Bernardino
Attn. Sinia Bustamante
1201 E. Highland Avenue
San Bernardino, CA 92404
Email: employment@sbdioocese.org
Fax: 909-475-5189**

The Diocese of San Bernardino is an Equal Opportunity Employer.