

Administrative Assistant to the Bishop and Canons  
Job Description

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The Episcopal Diocese of Mississippi  
Allin Diocesan House  
118 N. Congress St.  
Jackson, MS 39201

VISION: One Church in Mission: Inviting, Transforming, Reconciling

Job Title: Administrative Assistant to the Bishop and Canon for Mission  
Effective Date: [To be determined]  
Reports to: Bishop and Canon for Mission  
Directly Supervises: N/A  
Status: Full Time  
FLSA: Exempt

**Job Summary**

The responsibilities of the Administrative Assistant to the Bishop and Canon for Mission primarily involve providing secretarial support to the Bishop and the Canon for Mission. Additionally, this position will serve as the diocesan registrar. In all areas of responsibility, the Administrative Assistant is expected to maintain a service orientation to all.

**Essential Functions**

- Administrative Support to Bishop and Canon for Mission
  - Type letters and other documents as needed
  - Document filing as needed
  - Reorganization and ongoing maintenance of central filing system
  - Maintain all documentation as required
  - Ability and willingness to maintain confidences.
  - Answer phones when receptionist is not available
  - Collect, sort, and distribute mail
  - Take mail to the post office
  - Keep registrar report updated
  - Work with the Canon to the Ordinary and Canon for Administration and Finance
    - to track all aspirants, postulants and candidates, including arranging for exams and appointments
    - prepare and maintain all documents for Commission on Ministry
    - keep a master calendar for deadlines for aspirants, postulants and candidates
  - Data entry to support Annual Council and parochial reports
  - Serve as Credentials chair for Annual Council
  - Organize and coordinate mailings as assigned
  - Maintain complete ACS database for all clergy, committee members, lay readers
- Support of Bishop's activities
  - Schedule office appointments for the Bishop
  - Transcribe Bishop's letters and journals
  - Keep record of Bishop's official acts
  - Reconcile Bishop's discretionary fund

- Prepare and maintain Bishop's visitation schedule
- Arrange for Bishop's air transportation and lodging as needed
- **Other Responsibilities:**
  - General office support
  - Order food and prepare for meetings held at Allin House
  - Order food and assist with diocesan meetings held outside the Allin House
  - Other duties and responsibilities as assigned

**Minimum Qualifications:**

- Five years experience in a general office setting
- Experience in a service oriented position
- Ability to work independently and to multi-task
- Ability to pass a background check
- Working knowledge of Microsoft Word and Excel
- Ability to be a team player in a small office environment
- Type at a minimum of 40 words per minute
- General office equipment knowledge

**Physical Requirements:**

- Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.
- Work is primarily conducted in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.
- Able to move freely in and out of different large and small-group settings (homes, churches, businesses)

**Core Competencies:**

- **Attention to Detail**—Able to follow-detailed procedures and ensure accuracy in documentation and data. Carefully monitor processes. Concentrates on routine work details. Organizes and maintains a system of records.
- **Commitment to Task**—Able to take responsibility for actions and outcomes and persists in spite of obstacles. Demonstrates dependability in difficult circumstances and show a sense of urgency about getting results.
- **Communication** – Able to clearly present information through the spoken and written word. Read and interpret complex information. Listens well.
- **Coping**—Able to maintain a solution-oriented approach while dealing with interruptions and interpersonal conflict.
- **Service Focus**—Able to demonstrate a high level of service delivery. Able to be of service to difficult people. Deal effectively and proactively with service failures. Effectively prioritizes needs.
- **Flexibility**—Able to perform a wide range of tasks and change focus quickly as demands change. Manage transitions effectively from task to task. Effectively adapts to varying customer needs.
- **Integrity**—Able to be tactful and maintain confidences. Gives proper credit to others. Handles all situations honestly.
- **Quality**—Able to maintain high standards despite pressing deadlines. Does the work right the first time. Reinforces excellence as fundamental priority.

- **Team Work**—Able to share due credit with coworkers. Displays enthusiasm and promotes a friendly group working environment. Works closely with other groups as necessary. Supports group decisions and solicits opinions from coworkers. Displays team spirit.