



Diocese of Owensboro – Documentary Case Instructor/Ecclesiastical Notary

The Diocese of Owensboro has a job opportunity for a full-time **Documentary Case Instructor/Ecclesiastical Notary** in the Tribunal Office. This position is located at the McRaith Catholic Center in Owensboro, KY. The Diocese encompasses 78 parishes and 17 schools in western Kentucky.

Position Summary: The Tribunal renders decisions in matters of Church Law dealing for the most part with issues surrounding the validity of marriages. The objective of this position is to provide administrative duties to the Office of the Tribunal. This includes instructing documentary cases and assisting with the Formal case process. The Documentary Case Instructor/Notary is to remain aware of the healing power of this ministry and is bound to remain faithful to presenting the Church's teaching and procedures.

Qualifications and Duties:

- High school diploma or equivalent and associate's degree in business-related field or equivalent experience preferred. Prior paralegal experience preferred.
- Must be Roman Catholic and in good standing with the Church.
- Ability to maintain confidentiality in all aspects of the work and is bound by oath to observe secrecy, fulfill function properly and faithfully.
- Knowledge of office equipment, computer (Microsoft Office, Excel), typewriter, copier, fax machine, telephone, etc.
- Capable of multi-tasking, organization and prioritizing work. Ability to perform outlined tasks including typing, filing, record keeping, preparing cases for decisions, gathering facts for marriage cases, etc.
- Must be a team player and possess the ability to relate to the variety of persons who are part of the Tribunal and diocesan staff and the diocese as a whole with a real concern for job and others.
- Capacity for self-direction, handling multiple tasks simultaneously, and working under constant pressure in order to complete assigned tasks.
- Strong oral and written communication skills, as well as strong writing skills.
- Flexibility in working with Tribunal staff on various projects as needed.
- The ability to successfully complete a criminal history and background check.

Contact Details:

The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to: Diocese.hr@pastoral.org