



**Diocese of Toledo**  
**Manager of the Tribunal Office**  
*Position Posted 10/1/2020*

The Diocese of Toledo is in search of an administrative professional to serve as a full-time Manager of the Tribunal Office. The Manager of the Tribunal Office reports to the Judicial Vicar and manages the office operations of the Tribunal. This position works closely with the Tribunal staff to ensure efficient and effective case flow throughout the Tribunal. The Manager of the Tribunal Office will field and oversee all communication with priests, pastoral ministers, trained field advocates, and parties in the case. This position also serves as the ecclesiastical notary for all Tribunal acts.

**Primary duties include:**

*Case Management and Administrative Duties*

- Review documents presented for marriage nullity requests.
- Log all case related data and maintain accurate computer and other records regarding status of cases in the following systems: CaseMaster by Digital Innovation, Inc. and Microsoft Access.
- Maintain all Tribunal records, including archives, by microfilming and filing completed cases.

*Correspondence Duties*

- Answer telephone and greet visitors in a prompt, professional, and courteous manner.
- Provide information regarding tribunal services to the public and explain the process.
- Accept correspondence and oversee all outgoing mail, including certified mailing of letters and decrees.
- Provide support, information and guidance to parish priests, other parish personnel and those seeking declarations of nullity.
- Prepare and send any Diocese of Toledo Tribunal cases that have been appealed to the Court of Second Instance.

*Ecclesiastical Notary Duties*

- Notarize judicial acts of the Tribunal, e.g., decrees, decisions, sentences.
- Transcribe oral depositions for marriage nullity cases.

*Financial Duties*

- Maintain accurate financial files, including payment records, invoices, and billings.
- Prepare all checks for deposit and submit all bills to finance for payment.

**Candidates for the position must possess:**

- Minimum of a college degree or equivalent skillset required, with theological, canonical, and/or legal knowledge preferred. Licentiate in canon law (JCL) a plus.
- 3-5 years of secretarial, computer, public relations, and/or legal experience strongly preferred.
- Broad knowledge of the canonical marriage nullity process is required; training on this will be supplied upon hiring if necessary.

- Excellent organizational and prioritization skills with ability to maintain accurate financial records.
- Strong interpersonal, written, and verbal communication skills.
- Pastoral concern and sensitivity toward those who are served by the Tribunal.
- Demonstrated computer, typing, and word processing competence, specifically with Microsoft Office, including Excel and Access. Basic internet skills are also needed.
- Knowledge of Spanish a plus.
- Canonical appointment by the Bishop is required with oath of fidelity.
- Must be a baptized Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, [humanresources@toledodiocese.org](mailto:humanresources@toledodiocese.org).