

Diocese of Nashville

<https://dioceseofnashville.com/job/administrative-assistant-and-ecclesiastical-notary/>

Administrative Assistant and Ecclesiastical Notary

Description

The Administrative Assistant is responsible for providing support to the Tribunal staff and judges in order to ensure consistent, accurate, and timely execution of all things necessary for the efficient operation of the Tribunal. The Ecclesiastical Notary is appointed to office by the Bishop and prepares and authenticates all judicial acts of the Tribunal (cc. 483 – 484).

Essential duties and responsibilities include the following:

- Ability to maintain the highest level of confidentiality
- Maintains familiarity with Tribunal procedures and all aspects of the Tribunal's ministry and ensures that procedural formalities are observed in all cases.
- Photocopies and scans Tribunal cases.
- Merges data residing in the database and issues "letters of change."
- Performs necessary data entry and filing of records, and closes out Tribunal cases.
- Reviews, assesses, and instructs cases.
- Prepares and prints letters and decrees.
- Processes sanations and dispensations after approval.
- Notarizes judicial acts of the Tribunal, e.g., decrees, decisions, sentences.
- Communicates clearly and appropriately with petitioners, respondents, and witnesses.
- Cooperates in the maintenance of timely and correct data entry, file management, and correspondence.
- Assists with the efficient operation of the Court of Second Instance.
- Participates in regular Tribunal meetings and discussions.
- Attends canonical meetings for the purpose of continuing education.
- Assists with preparation and coordination of Tribunal-sponsored events and trainings.
- Performs other duties that are deemed necessary and appropriate by the Director.

Competencies

- Strong attention to detail
- Strong organizational skills
- Strong communication skills
- Team player
- Strong interpersonal skills
- Situational awareness
- Instills and inspires trust
- Customer service oriented
- Go getter with desire to expand knowledge

Supervisory responsibilities

None

Education and/or experience

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

July 13, 2026

Valid through

16.10.2026

Interested candidates may apply [by clicking and filling out an application here in Paylocity](#)

- High School or equivalent.
- Some theological/canonical knowledge/experience preferred.
- Prior Tribunal experience preferred but not required.

Other skills

- Well developed interpersonal and communication skills.
- Strong writing, organizational, and critical thinking skills.
- Ability and willingness to engage in collaborative ministry.
- Pastoral concern and sensitivity toward those who are served by the Tribunal.
- Computer literacy requirements: Windows platform, MS Office, and FileMaker Pro.
- Bilingual competency in Spanish, written and spoken, preferred but not required.

How to Apply

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