



**DIOCESE**  
*of*  
**OGDENSBURG**

**Diocesan Receptionist/  
Administrative Assistant**

The **Roman Catholic Diocese of Ogdensburg** is seeking a full-time **Diocesan Receptionist/Administrative Assistant**. The Diocesan Receptionist/Administrative Assistant greets visitors to the Bishop Brzana Building and answers the telephone for the Diocesan Offices. The position provides administrative support to the Chancellor. The Diocesan Receptionist/Administrative Assistant must possess strong interpersonal skills and good oral and written skills. Strong secretarial and computer skills are also required including knowledge of Microsoft Word, Excel and Outlook. Pay Range: \$17.38/hr. to \$18.74/hr. Submit letter of interest, resume and three professional references to: **Human Resources Office, Diocese of Ogdensburg, P.O. Box 369, Ogdensburg, NY 13669** or email [ksnover@rcdony.org](mailto:ksnover@rcdony.org).