

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is a record-keeping position involving responsibility, while assisting or in the absence of the Registrar of Vital Statistics, for the accurate performance of a number of clerical tasks in the maintaining and safe keeping of vital statistics including births, deaths, and/or marriages. The work involves frequent contact with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. The work is performed under general supervision and may be assigned to an existing employee in other than the non-competitive class. May be on-call weekends and evenings to respond to emergency situations and special circumstances, including religious burial requirements. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records births and deaths and issues certificates;
Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
Issues burial and transit permits to funeral directors;
Makes transcripts of birth and death certificates upon request;
Compiles periodic reports of births and deaths and prepares the annual report with the State Health Department;
Collects fees and issues receipts;
Cooperates with government officials and agencies by supplying vital statistics data;
Prepare a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, routines and equipment; working knowledge of business English; ability to learn laws and regulations relating to the compilation of vital statistics; ability to establish and maintain good relations with others; ability to understand and follow simple oral and written directions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis.

PUBLIC OFFICER: This is a Public Officer position which serves at the pleasure of the Registrar of Vital Statistics. No specific term is fixed for this office. As a Public Officer one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.

R.C.D.P. (08.13.1986) 05.18.2015
Competitive
(Part-Time is Non-competitive in any Town or Village)