

## **REGISTRAR OF VITAL STATISTICS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a record-keeping position mandated by Article 4, Section 4121 of the Public Health Law which involves responsibility for the accurate performance of a number of clerical tasks in the recording, 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. May be required to be on-call weekends and evenings to respond to emergency situations and special circumstances, including religious burial requirements. The work is performed under general supervision and may be assigned to an existing employee in other than the non-competitive class. 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 permits to undertakers;  
Compiles periodic reports and records and submits same to proper authorities;  
Collects fees and issues receipts;  
Cooperates with government officials and agencies by supplying vital statistics data.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, routine and equipment; ability to learn laws and regulations relating to the compilation of vital statistics; ability to establish and maintain successful relationships with people.

**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.

**NOTE:** 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.