

SUBREGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical, record-keeping position appointed by the Registrar of Vital Statistics in accordance with Section 4122 of the Public Health Law. The work involves the accurate performance of a number of clerical tasks in the recording, maintaining and safekeeping of vital statistics including births, deaths and marriages within the jurisdiction. The incumbent has frequent contact with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. This work is distinguished from that of the Registrar and Deputy Registrar in that the incumbent of this position cannot certify documents or issue birth/death certificates. 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 prepares certificates for certification and issue by the Registrar/Deputy Registrar;
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, routines and equipment; ability to learn laws and regulations relating to the compilation of vital statistics; ability to establish and maintain good relationships with others.

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.