

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS:

This is clerical work of ordinary difficulty assisting the Registrar of Vital Statistics in the recording and filing of vital statistics (e.g. births, marriages, deaths, etc.) for a municipality. The work involves frequent public contact and is performed according to a definitely prescribed routine. Work is performed under the direct supervision of the Registrar of Vital Statistics

TYPICAL WORK ACTIVITIES:

1. Records and files birth and death records;
2. Issues birth and marriage certificates and copies of death certificates;
3. Issues burial and transit permits to undertakers;
4. Assists with delayed registration of persons whose births have not been recorded;
5. Receives general public making inquiries about births and deaths;
6. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow simple oral and written directions; ability to write legibly; clerical aptitude; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalency.

NOTE: Clerical or related experience (e.g. typing, filing, cashiering, etc.) may be substituted for high school on a year for year basis.

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