

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS:

This is important clerical work involving responsibility for the maintenance of vital statistics (e.g. births, deaths, etc.) for a municipality. The work requires frequent contacts, normally through correspondence, with state and local public health officers, local physicians, courts and other local officials in securing accurate and complete information. Because reports and records serve as important documents to the public and governmental agencies, accuracy in the recording of information is extremely important. The work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

1. Files birth and death records;
2. Issues birth certificates and copies of death certificates;
3. Issues burial permits to undertakers;
4. Assists with delayed registration of persons whose births have not been recorded;
5. Furnishes certified copies of records;
6. Compiles vital statistics and reports;
7. Cooperates with various federal, state and local agencies;
8. Reports births and deaths to the State Health Department;
9. May perform various clerical and typing functions for supervisor;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and business English; ability to keep records and summarize figures for reports; ability to classify births and deaths, etc. according to detailed written instructions; ability to understand and follow complex oral and written directions; ability to assume responsibility; clerical aptitude; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or high school equivalency AND:

- EITHER: (A) Completion of one (1) year (30 credits) of college or business or secretarial school;
- OR: (B) One year of full-time paid clerical experience;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

NOTES: Work experience may be substituted for formal education on a year-for-year basis.

In towns where the duties of Registrar of Vital Statistics are performed by the Town Clerk or an elected Town Board official, such experience shall be deemed comparable.

AM1105

REVISED: 05/15/75 03/01/96