

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is an important record-keeping position involving responsibility for the accurate performance of a number of clerical tasks in the maintaining and safekeeping of vital statistics. The work involves frequent contacts 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; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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 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: Good knowledge of laws and regulations relating to the compilation of vital statistics; working knowledge of office terminology, routines and equipment; ability to establish and maintain good relations with others; ability to write legibly; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One year of full-time paid clerical experience; or
3. An equivalent combination of training and experience as described above.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: 8/14/81

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE