

DEPUTY REGISTRAR OF VITAL STATISTICS

GENERAL STATEMENT OF DUTIES: Assist with the recording of births, deaths, marriages and other vital statistics; does related work as required.

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 safe keeping 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.

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 KNOWLEDGES, SKILLS, ABILITIES & 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; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from a standard high school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.