

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is important work of a clerical nature involving responsibility for the proper recording of births and deaths and other permits or certificates pursuant to Article 20 of the Public Health Law. The work is performed under prescribed practices and regulations of the State Department of Health and the public health council may also prescribe such rules and regulations supplementary and not inconsistent with the law. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains records for recordation of:

- births and deaths
- permits for burial or removal of dead bodies
- registration of stillborn children
- deaths occurring without medical attendance
- names of children subsequent to filing of birth certificates;

Maintains such other records as may be prescribed by the state commissioner of health or public health council;

Supplies certified copies of certificates;

Makes reports to State Department of Health.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Resident of Town or Village for sufficient length of time to be thoroughly familiar with names of residents, physicians, nurses, and authorities having to do with public health regulations, undertakers, coroners, etc.; ability to understand and prepare proper reports to the State and local authorities; good judgment; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Completion of a standard grade school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.