

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the maintenance of city vital statistics including the processing of birth and death certificates. The work requires frequent contacts with state and local public health officials, physicians, undertakers and others in securing accurate and complete information. Work is performed under the general direction of the City Clerk according to prescribed procedures with some latitude allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues, records and files birth and death certificates;

Issues burial and transit permits;

Performs genealogy searches and issues uncertified abstracts;

Prepares and sends original birth and death records and paternity acknowledgments to

State Department of Health;

Maintains monthly count of fetal deaths;

Compiles monthly summary report of births and deaths;

Furnishes certified copies of records;

Issues hunting and fishing licenses, marriage licenses and dog licenses;

Answers telephone and gives out information in response to inquiries;

Prepares forms for dog bailouts from SPCA;

Certifies city residence for college students;

Cooperates with governmental agencies in record verification;

Advises applicants on procedures and prepares forms for amending birth and death records;

Prepares a variety of reports and composes correspondence involving vital statistics activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of state and local laws and regulations relating to the compilation and maintenance of vital statistics;

Good knowledge of office terminology, procedures and equipment;

Working knowledge of the standard classification of the causes of death;

Working knowledge of statistical methods and practices;

Ability to maintain good relations with other agencies and the general public;

Ability to understand and follow oral and written directions;

Ability to prepare and maintain records and reports;

Ability to operate an alphanumeric keyboard to prepare and maintain records;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business administration, records management, secretarial science or related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience preparing and maintaining records and reports; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.