

## Notice of Job Opening

**Position:** Vital Statistics Specialist

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

**Department:** Vital Statistics

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$31,105/year

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Tuesday, August 10, 2021.**

## **VITAL STATISTICS SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position serves under the general direction of the Registrar of Vital Statistics. The Vital Statistics Specialist performs a variety of clerical tasks in support of Office of Vital Statistics' operations, provides customer service to the public; is responsible for the proper receipt, recordation and issuance of birth and death certificates, amendments to birth and death certificates, and acknowledgment of paternity forms; assist in electronic records management; receives and assists with the Public Information Request process and performs all other duties as needed. Supervision is not typical of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Processes birth certificates;
- Receives and process death certificates;
- Submits reports to the New York State Department of Health;
- Prepares and processes burial transit permits;
- Prepares and processes acknowledgment of paternity forms;
- Update birth records to reflect amended records;
- Maintains electronic records management for vital statistics;
- Receives and researches genealogical records requests;
- Assists general public with in person and telephone inquiries;
- Performs related work as required.

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

- Working knowledge of federal, state and local laws and regulations as they relate to vital statistics;
- Working knowledge of the receipt, processing, indexing, filing and safeguarding of birth and death certificates and vital statistics;
- Ability to independently correspond with various agencies relative to vital statistic records;
- Ability to maintain accurate accounts and records;
- Ability to deal with the public;
- Ability to understand oral and written directions;
- Good judgment;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and one (1) year of full-time paid experience (or it's part-time equivalent) in customer service, clerical or administrative support related position; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience (or it's part-time equivalent) in customer service, clerical or administrative support related position.