



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
January 2, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Vital Statistics Specialist
Vital Statistics

The Department of **Vital Statistics** has two (2) vacancies for the position of **Vital Statistics Specialist** at a rate of **\$30,797/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Thursday, January 31, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, JANUARY 31, 2019.
An Equal Opportunity /Affirmative Action Employer

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.