

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervision and record management of the Office of Vital Statistics. The processing of birth and death records is performed in accordance with the law, policies and procedures mandated by New York State. The work requires the exercise of independent judgment in the application of prescribed procedures and methods in routine as well as extraordinary cases. Work is performed under the general supervision of the Registrar of Vital Statistics. General supervision is exercised over clerical staff of the office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the receipt, verification and processing of births, deaths and other vital records, as well as the issuance of certified copies of records and burial, removal and transit permits;
- Acts as liaison between the Office of Vital Statistics and the New York State Department of Health, the Funeral Directors Association and local hospital birth registrars;
- Develops and enforces policies and procedures for vital statistic activities within Federal, State and County regulations and guidelines;
- Balance daily receipts for cash, credit card and check payments;
- Identify and implement program planning and quality improvement activities as appropriate;
- Corrects and amends birth and death records upon discovery of error or upon request;
- Compiles data and submits it to local and State authorities for statistical purposes;
- Assists staff in answering in-person and telephone inquiries from the public requesting birth and death certificate documents or information related to these documents on a daily basis;
- Order and maintain office supplies and equipment and requisition the repair of office equipment;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of federal, state and local laws and regulations as they relate to vital statistics;
- Good knowledge of the receipt, processing, indexing, filing and safeguarding of birth and death certificates and vital statistics;
- Good knowledge of the principles and techniques of supervision;
- Ability to independently correspond with various agencies relative to vital statistic records;
- Ability to plan, assign and supervises the work of others;
- 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 four year college or university with a Bachelor's Degree (or higher); **OR**
- B. Graduation from a regionally accredited or New York State registered four year college or university with an Associate's Degree and two (2) years of paid full-time (or it's part-time equivalent) clerical experience in a government office; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid full-time (or it's part-time equivalent) clerical experience in a government office.

SPECIAL REQUIREMENTS:

Must possess a notary public license at time of appointment or obtain within six months of appointment.

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