REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of responsible work in the supervision of clerical employees engaged in the recording of birth and death certificates and the maintenance of necessary records. Work activities are performed as a result of receipt of birth and death certificates and the recording of pertinent data. Work activities are performed with considerable independence in accordance with established state and local regulations. Work is performed under the general supervision of the City Clerk. General supervision is exercised over clerical staff of the office.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Reviews or supervises the review, by subordinate employees, of birth and death certificates received in the local office, signs certificates, and supervises their transmission to the state health department;
- Supervises the copying of birth and death certificates in local indexes and directs the return of incomplete certificates to medical or other authorized personnel for completion;
- Signs birth registration certificates, places official seal upon them, and mails them to parents;
- Supervises the issuance of burial or transit permits, waits upon the public requesting information from local records, and answers questions relating to action necessary to complete or modify certificates recorded to received in the office;
- Supervises the preparation of vouchers to medical personnel or other legally entitled to receive payment for birth and death certificates submitted to the office;
- Supervises the preparation of necessary reports and keeps informed on any state legislation affecting the activities or operations of the local office;
- 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 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) four (4) years of paid full-time (or it’s part-time equivalent) supervisory experience in a customer service related field; **OR**

B. Graduation from a regionally accredited or New York State registered four year college or university with an Associate’s Degree and six (6) years of paid full-time (or it’s part-time equivalent) supervisory experience in a customer service related field; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of paid full-time (or it’s part-time equivalent) supervisory experience in a customer service related field.