

## **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.