

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is an important recordkeeping position involving responsibility for the accurate performance of a number of clerical tasks in the maintaining and safekeeping of vital statistics. Work involves frequent contacts with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. Work is performed under general supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Records births and deaths and issues certificates;
Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
Issues burial permits to undertakers;
Compiles periodic reports and records and submits to proper authorities;
Collects fees and issues receipts;
Cooperates with government officials and agencies by supplying vital statistics data;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, routines and equipment; ability to learn laws and regulations relating to the compilation of vital statistics; ability to establish and maintain good relations with others; ability to write legibly; clerical aptitude; courtesy and tact; dependability.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma;
- b) Any equivalent combination of experience and training sufficient to indicate ability to do the work.