

REGISTRAR OF VITAL STATISTICS

GENERAL STATEMENT OF DUTIES: Processes the paperwork required to register births and deaths and to issue burial permits within a particular registration district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the examination and verification of paperwork involved in the registration of all births and deaths occurring within the district in which appointed. Incumbent receives fees, records receipts and remits payment for deposit. Incumbent issues burial permits, as required. The general duties of such position are enumerated under Section 4170 of the Public Health Law. Supervision may be exercised over a Deputy Registrar of Vital Statistics and/or other clerical support personnel.

EXAMPLES OF WORK: (Illustrative Only)

Maintains a listing or database of registered physicians, midwives, funeral directors and undertakers;

Supplies required forms to the public for the registration of births, stillbirths, and deaths;

Examines birth and death certificates prior to registration to determine whether or not such certificates have been completed in accordance with the Public Health Law and regulations thereunder; verifies applications requesting copies of such documents;

Numbers and files each type of certificate in accordance with the Public Health Law;

Makes copies and maintains files of each birth, stillborn, or death certificate filed with the registration unit;

Transmits original certificates to County and State Health Departments;

May use computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of pertinent laws and regulations concerning the registration of vital statistics; familiarity with office procedures, including preparation and checking of records and forms; ability to understand and carry out oral and written directions; resourcefulness in locating information and compiling and verifying data from applications and records; ability to get along well with others; ability to use computer application software; tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and two years of general office/clerical experience which must have included the maintenance of files, verification of applications and/or the compilation of data from records; or (b) six years of clerical experience as described in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: Completion of one year of post high school education may be substituted for one year of the required experience.

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0805