

Civil Division: Town
Jurisdictional Class: Competitive
Non-Competitive (CSC approved Towns - part-time only)
EEO Category: Officials & Administrators
Revised: 07/06/15

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town and the work concerns the maintenance of vital statistics records involving contact with health officers, courts, physicians, hospital personnel and others to collect accurate data. The work is performed under general supervision of the Registrar of Vital Statistics. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Records, files and issues birth and death certificates;
Assists with delayed registration of persons whose births have not been recorded;
Issued burial and transit permits to funeral directors;
Makes transcripts of birth and death certificates upon request;
Compiles periodic reports of births and deaths and prepares the annual report with the State Health Department;
Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
Acts for the Registrar of Vital statistics in his/her absence as outlined in the Public Health Law;
Conducts inventory of office supplies and vital statistics forms and prepares their purchase orders and vouchers;
Dispenses vital statistic forms to agencies within the district;
Assists in completing Acknowledgements of Paternity and filing copies with appropriate agencies;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Federal, State and local laws and regulations relating to the compilation of vital statistics; working knowledge of office terminology, procedures and equipment; working knowledge of business English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (B) Two (2) years of clerical experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

For Town of New Hartford: The Deputy Registrar of Vital Statistics appointment is coterminous with the Town Clerk appointment. (Per letter on file, dated November 20, 1992.)

Adopted: 08/17/84
Revised: 07/07/95, 02/02/15, 07/06/15