

Civil Division: Towns  
Villages (part-time)  
Jurisdictional Class: Exempt  
EEO Category: Administrative Support  
Adopted: 11/02/17

### **REGISTRAR OF VITAL STATISTICS**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class perform clerical work in accordance with a prescribed routine. Incumbents are State-registered to issue birth and death certificates and burial permits in accordance with the rules and regulations of New York State and Oneida County Departments of Health. The work involves frequent public contacts. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Files birth and death records;  
Issues birth and death certificates;  
Issues burial permits;  
Makes copies for official use of birth and death certificates for the local population;  
Reports births and deaths to New York State and Oneida County Departments of Health.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

General knowledge of office terminology, procedure, and equipment; general knowledge of arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy.

**MINIMUM QUALIFICATIONS:** Appointed on the basis of experience, and other such qualifications, as the Town Supervisor or Village Mayor may determine appropriate.

**SUGGESTED QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

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