

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, a person serving in this position performs the duties of the Registrar of Vital Statistics, or person so designated, during his/her absence or inability to perform such duties. Duties involve responsibility for the registration of all births and deaths, and the issuance of burial permits within a particular registration district. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supplies blank forms for the registration of births, still births, 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;

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

Makes copies of each birth, stillborn, or death certificate filed with registration unit;

Uses computer applications such as spreadsheets, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of pertinent laws and regulations concerning the registration of vital statistics; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; familiarity with clerical procedures; clerical aptitude; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one (1) year of general clerical experience which must have included the maintenance of files, verification of applications and/or the compilation of data from records.

Towns & Villages, City of Peekskill

J. C.: Competitive

Towns (part-time)

J.C.: Non-competitive

1a

Job Class Code: 0806