

## REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the examination, verification and processing 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 within a particular registration district, 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. Does related work as required.

### 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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

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 read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of general clerical experience which must have included the maintenance of files, verification of applications and/or the compilation of data from records.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted for one (1) year of the work experience described above. There is no substitution for the additional one (1) year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages  
Cities of Rye & Peekskill  
J. C.: Competitive  
1b  
CSB1

Job Class Code: 0805