

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: Position in this class involves the responsibility for the accurate performance of clerical tasks in maintaining and safekeeping of vital statistics such as births, deaths, marriages, etc.. The work involves frequent public contact with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Registers, records births and deaths in accordance with the rules and regulations of the State Department of Health; Issues marriage certificates and copies of death certificates, and burial permits to undertakers; Corrects discrepancies discovered in previous registrations; Collects fees and issues receipts; Compiles and submits periodic reports to proper authorities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of laws and regulation relating to the compiling of vital statistics; some knowledge of office terminology, procedures, routines and equipment, 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; courtesy and tact; mental alertness; neatness of appearance; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from a senior high school.