

DEPUTY REGISTRAR OF VITAL STATISTICS

(City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Registrar of Vital Statistics in maintaining official documents and records. Responsibilities include the accurate performance of a number of clerical tasks in the maintaining and safe keeping of vital statistics. The work involves frequent contacts 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 of the City Clerk who serves as Registrar of Vital Statistics. A Deputy Registrar of Vital Statistics does related work as required.

TYPICAL WORK ACTIVITIES:

- Records births and deaths and issues certificates;
- Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
- Issues burial permits to undertakers;
- Issues marriage licenses;
- Compiles periodic reports and records and submits to proper authorities;
- Collects fees and issues receipts;
- Cooperates with government officials and agencies by supplying vital statistics data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of laws and regulations relating to the compiling of vital statistics; working knowledge of office terminology, routines and equipment; ability to understand and carry out oral and written instructions; ability to establish and maintain good relations with others; ability to write legibly; clerical aptitude; courtesy and tact; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two years of clerical office experience.

Adopted: 2/16/12