

REGISTRAR OF VITAL STATISTICS

GENERAL STATEMENT OF DUTIES: Records births, deaths, marriages and other vital statistics; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Position in this class involves the responsibility for the accurate performance of clerical tasks in maintaining and safe keeping of vital statistics. 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.

EXAMPLES OF WORK: (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.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of laws and regulations 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.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a senior high school.

ULSTER COUNTY

5520 REG VIT ST

Classification: Competitive

5521 REG V S PT

Classification: Non-Competitive

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