

GENESEE COUNTY
REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This is an important record keeping position involving responsibility for the accurate performance of a number of clerical tasks in the maintaining and safekeeping 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. 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;
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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good knowledge of laws and regulations relating to the compilation of vital statistics; working knowledge of office terminology, routines and equipment; ability to establish and maintain good relations with others; ability to write legibly; clerical aptitude; courtesy and tact; dependability; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education OR any equivalent combination of experience and training indicating the ability to do the work.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Part-Time
Non-Competitive Class
Adopted 2/18/77
Revised 5/1/97