

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class involve the performance of clerical work in accordance with a prescribed routine. Births and deaths are registered in accordance with the rules and regulations of the State Department of Health. The work involves frequent public contacts.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Records and files birth and death records;

Issues birth and marriage certificates and copies of death certificates;

Issues burial permits to undertakers;

Assists with delayed registrations of persons whose births have not been recorded;

Reports births and deaths to the State Department of Health.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of office terminology, procedures, and equipment; reasonable knowledge of 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; mental alertness; neatness of appearance; tact; and courtesy.

MINIMUM QUALIFICATIONS: Completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A