

Department: Towns
Classification: Non-Competitive
Grade: _____

SPEC DISK F5
DOCUMENT 42

DEPUTY REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for processing, recording, and indexing vital statistics, viz. births, deaths, marriages, within a jurisdiction, in the absence of the Registrar of Vital Statistics. Employees are expected to independently perform their duties within specific office rules and procedures relating to the recording of vital information and legal instruments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

In absence of Registrar of Vital Statistics, accepts, reviews, and records legal instruments with regards to live births, deaths, and marriages;
Indexes and files original documents;
May research and issue copies of birth, death, and marriage certificates.
Conducts routine correspondence and answers telephone requests on matters of vital statistics.
May be required to type minor records and reports for which skilled typing is not a necessity.
Prepares and maintains records and reports, and collects appropriate fees for certificates issued.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to readily acquire a working knowledge of and familiarity with pertinent regulations regarding the recording and indexing of birth, death, and marriage certificates filed or recorded in the office of the Town Clerk, ability to understand and follow oral or written instructions, ability to deal effectively with the public; ability to write legibly. Accuracy, neatness, tact, and courtesy.

MINIMUM QUALIFICATIONS:

Completion of two years of a standard four year high school course.