

DEPARTMENT: TOWNS & VILLAGES
CLASSIFICATION: NON-COMPETITIVE P/T
APPROVED:

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. Records births and deaths; does related work as required.

TYPICAL WORK ACTIVITIES:

1. Files birth and death records;
2. Issues birth and marriage certificates and copies of death certificates;
3. Issues burial permits to undertakers;
4. Assists with delayed registrations of persons whose births have not been recorded;
5. 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State equivalency diploma;

OR: 1. Any equivalent combination of experience and training sufficient to indicate ability to do the work.