

# **DEPUTY REGISTRAR OF VITAL STATISTICS P/T**

**Department: Town Clerk**  
**Classification: Non-Competitive**  
**Specification Number: 1470**  
**Approved: 10/6/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from a standard senior high school or possession of a high school equivalency diploma.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**The work involves issuing birth, death and fetal certificates, as well as burial and transit permits, in the absence of the Registrar of Vital Statistics. The work requires that the incumbent be available on a twenty-four-hour basis. The work is performed under the general direction of an administrative supervisor and is evaluated for adherence to established policies and procedures. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Issue burial and transit permits;**  
**Issue birth, death and fetal certificates, returns incomplete or unsatisfactory certificates for additional Information;**  
**Numbers certificates and records requiring information in the office of the Town Clerk;**  
**Assists the Registrar in the maintenance of birth, death and fetal certificates;**  
**Acts for and in place of the Registrar of Vital Statistics.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Some knowledge of the principles and policies governing the maintenance of birth, death and fetal certificates; ability to understand and carry out complex oral and written instructions; ability to make minor decisions in accordance with laws and regulations; ability to accurately complete required forms and certificates; physical condition commensurate with the demands of the position.**