

REGISTRAR OF VITAL STATISTICS P/T

Department: Town Clerk
Classification: Non-Competitive
Specification Number: 1460
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, examining and maintaining Birth, Death and Fetal Certificates for the Town. An employee in this class is responsible for arranging and permanently preserving birth, death and fetal certificates as directed by the Public Health Law. An additional responsibility is the issuance of burial and transit permits, requiring 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

Examines Birth, Death and Fetal Certificates; returns incomplete or unsatisfactory certificates for additional information;

Arranges and permanently preserves the certificates in a systematic manner;

Prepares and maintains a complete printed, photographic or magnetically stored index of all births, deaths and fetal deaths registered; said index to be arranged, in the case of deaths, by the names of decedents, and in the case of births and fetal deaths, by the names of fathers, or the names of mothers if the names of the fathers do not appear;

Mails original certificates to the Department of Health in Albany and duplicate certificates to the Suffolk County Department of Health;

Prepares copies of certificates upon written request;

Prescribes and prepares the necessary forms for obtaining and preserving records and statistics of autopsies which are conducted by a coroner or medical examiner;

May prepare birth certificates and other forms as necessary;

Issues burial and transit permits;

Orders, maintains, distributes and prepares State forms pertaining to births or deaths, including forms for corrected certificates and supplemental information;

Prepares and issues certifications when requested certificates cannot be located;

Contacts the Medical Examiner if there is any indication that death may not have resulted from natural causes.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of the principles and policies governing the maintenance of birth, death and fetal certificates; some knowledge of office terminology, procedures, equipment and clerical techniques; ability to understand and carry out complex oral and written instructions; ability to make minor decisions in accordance with laws and regulations; ability to prepare and maintain an index of all births, deaths, and fetal deaths registered in the Town; ability to accurately complete required forms and certificates; ability to establish effective working relationships with co-workers and the general public; physical condition commensurate with the demands of the position.