



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **DEPUTY REGISTRAR OF VITAL STATISTICS**
Jurisdictional Class: Non-Competitive (*Part-Time)
Civil Division: Towns/Villages
Adoption: CSM
Revised: CSM 1/8/03; 5/11/05

DISTINGUISHING FEATURES OF THE CLASS:

Assists with the recording of births, deaths, marriages, and other vital statistics; does related work as required. This is an important record keeping position involving responsibility for the accurate performance of a number of clerical tasks in the maintaining and safekeeping of vital statistics. The work involves frequent contacts with local and state officials, physicians, courts, and the general public in providing and obtaining accurate and complete information. The work is performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Records births and deaths and issues certificates;
Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
Issues burial permits to undertakers;
Compiles periodic reports and records and submits to proper authorities;
Collects fees and issues receipts;
Cooperates with government officials and agencies by supplying vital statistics data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of laws and regulations relating to the compilation of vital statistics;
Working knowledge of office terminology, routines, and equipment;
Ability to establish and maintain good relations with others;
Ability to write legibly;
Clerical aptitude;
Courtesy and tact;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a standard high school or in possession of a high school equivalency certificate.