



CAYUGA



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE

COUNTY

F:\Civil\JobSpecs\Registrar of
Vital Statistics



TITLE:	REGISTRAR OF VITAL STATISTICS
JURISDICTIONAL CLASS:	NON-COMPETITIVE (PART-TIME)*
CIVIL DIVISION:	TOWNS, VILLAGES
ADOPTION:	CSM
REVISED:	CSM 5/11/05

DISTINGUISHING FEATURES OF THE CLASS:

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Files birth and death records;
- Issues birth and marriage certificates and copies of death certificates;
- Issues burial permits to undertakers;
- Assists with delayed registrations of persons whose births have not been recorded;
- Reports births and deaths to the State Department of Health.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & 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;
- Neatness of appearance;
- Tact and courtesy;
- Good physical condition.

MINIMUM QUALIFICATIONS:

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