

# **DEPUTY REGISTRAR OF VITAL RECORDS**

## **Tompkins County**

**Department:** Health Department

**Classification:** Competitive

**Labor Grade:** 10

**Approved:** 0

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma AND two years of senior level clerical experience:  
OR
2. Four years of clerical experience, two years of which must have been at a senior level; OR
3. Any combination of training and experience equal to or greater than that described in (A) and (B) above.

### **NOTE:**

Per Public Health Law Section 4121(1)(b), licensed funeral directors, undertakers, and embalmers—and persons employed in the business of funeral directing, undertaking, and embalming—may not be employed in this position.

### **SPECIAL REQUIREMENT:**

Possession of a NYS driver's license at the time of appointment and maintenance of such license throughout the duration of employment.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

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 including clerical support for the medical examiner program. The work involves frequent contacts with funeral directors, physicians, courts, Department of Social Services and the general public in providing and obtaining accurate and complete information. The work requires the ability to make independent judgements and is performed under the general supervision of the Administrative Assistant and Public Health Director. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Record births and deaths and issue certificates;
- Correct discrepancies discovered in previous registrations and report corrections to the NYS Dept. of Health;
- Issue burial permits to funeral directors;
- Compile periodic reports and record and submit them to the proper authorities;
- Collect fees and issue receipts;
- Cooperate with government officials and agencies by supplying vital statistics data;
- Compile records on medical examiner cases;
- Arrange for autopsies as directed by the Chief Medical Examiner/or his deputies;
- Act as a liaison between Chief Medical examiner, law enforcement agencies, funeral homes and families.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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, demonstrate clerical aptitude, courtesy, tact and dependability;
- Ability to maintain confidentiality;
- Ability to work independently with a minimum of supervision;
- Physical condition commensurate with the demands of the position.