



CLASS SPECIFICATION

Class Title: Deputy Registrar, Vital Records
Department: Health

Class Code: 147
Eff. Date: 1/1/94
Grade: 17
Revised: 09/11/12

GENERAL PURPOSE

Under the general supervision of an administrative authority, performs specialized and complex duties for processing birth, death, marriage, divorce, and stillbirth records.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Processes and issues Birth and Death certificates, Marriage and Divorce Certificates and Stillbirth Certificates; ensures timely, complete and accurate registration of deaths; examines documents and applications for completeness, accuracy, and validity; utilizes the Utah Department of Health OLIVER computer system for vital records; processes requests for corrections to vital records as necessary; works with State Vital Records to resolve problems and requests.

Utilizes Electronic Death Entry Network (EDEN) in compliance with established policies, procedures, and practices; receives information from mortuaries, cemeteries, care centers, and hospitals to ensure vital records are complete and accurate.

Accounts for numbered, certified copy forms issues and fees collected; receives and receipts payments of fees for copies of records and documents or related transactions; balances, resolves, and reconciles discrepancies between payments, receipts, or accounts. Prepares statistical reports as requested. Prepares and submits daily reports as required by the department or Utah Department of Health.

Requests and handles highly confidential information from other offices or governmental agencies; ensures confidentiality; maintains confidential files locked in records room; reviews files for completeness and accuracy; updates and purges files.

Reviews legal documents to determine rights to receive a certificate.

Prepares affidavits to correct records; prepares and notarizes documents; prepares disinterment permits and transit permits for bodies shipped out of state for mortuaries, produces monthly activity and fiscal reports for vital statistics program.

Provides customer service to citizens; receives telephone calls and directs calls to the appropriate staff members. Provides information to the public; answers inquiries and receives and responds to complaints; occasionally responds to emotional and/or angry citizens; assists citizens in filling out forms for requests for Birth, Death, Marriage, Divorce, and Stillbirth certificates, Voluntary Declaration of Paternity, and other forms; explains procedures for processing affidavits; provides Notary Public service.

Prepares monthly invoices to mortuaries.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation and one (1) year of post high school secretarial training, plus four (4) years of increasingly responsible clerical experience, two (2) years of which must be directly related to the duties described above. An acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must be bondable as required by the position.

Must obtain Notary Public within 6 months as required by the position.

Must pass a criminal history background investigation.

3. Necessary Knowledge, Skills and Abilities:

Considerable knowledge of: departmental policies and procedures; laws, codes, and regulations relevant to duties and responsibilities performed; standard office practices and procedures; proper use of grammar, spelling and punctuation; medical terminology and procedures for recording and maintaining vital statistics records.

Skill in: typing 40 wpm net as required by the position; Skill in using all applicable computer hardware and software specific to the department and vital records; standard office equipment.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: perform complex clerical work; train other employees; perform mathematical computations in a timely manner; understand and follow work instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other departments, state and local agencies, hospitals, mortuaries, cemeteries and the general public.