



# Position Description

Canton City Public Health  
FINAL

<b>Position Title:</b>	Deputy Registrar	<b>Position #:</b>	907
<b>Working Title:</b>	Deputy Registrar	<b>CS Status:</b>	Classified
<b>Division or Unit:</b>	Vital Statistics	<b>Reports to:</b>	VS Administrative Supervisor
<b>Employment Status:</b>	Full-time	<b>Pay Grade:</b>	R3
<b>Funding Source:</b>	Fund 7601 301001	<b>FLSA Status:</b>	Non-Exempt
<b>This position description was last approved by the Board of Health on:</b>		January 27, 2020	

**Position Summary:** Serves as the Vital Statistics Deputy Registrar. Under general supervision, greet and provide customer service to the public; follow established procedures performing a variety of clerical tasks to create, maintain and process vital statistics records and requests for birth and death records; and provide supportive services requiring contact with departmental clients and staff; perform related work as required.

- Essential Duties and Responsibilities:**
- 35% **Vital Statistics:**
    - Examine records requests and other documents furnished by customers to review for accuracy, completeness and relevancy of information and to determine if the criteria established by law for release of records have been met.
    - Produce and release certified copies of vital records.
    - Enter data, search for and retrieve records using multiple automated and manual records management systems to post, update and/or adjust records.
    - Operate a variety of office machines and office equipment to maintain vital records and to produce certified vital records.
    - Write routine correspondence involving basic subject matter to return applications for vital records when insufficient payment or insufficient documentation of proper purpose was received without the initial application.
    - Verify the validity of vital records.
    - Prepare vital records and data for department use and partner agencies.
  - 20% **Deputy Registrar:**
    - Prepare records in response to requests from the Child Fatality Review Board.
    - Compile, verify and process information regarding home births.
    - Notify assigned Health Department Nurse(s) when parents of a home birth or home birth records arrive at the Health Department.
    - Compile, verify and process information regarding death registration without a funeral home.
    - Tracks vital statistics security paper usage.
    - Prepares Vital Statistics reports for the Board of Health.
    - Maintain Vital records in accordance with the Health Departments Record Retention Policy.
    - Answer questions from internal and external customers in regards to Vital Statistics rules and regulations.
    - Participate in ODH/OPHA Vital Statistics training.

- Assist other VS employees and customers with tact, patience, empathy and by utilizing all available resources to provide the best possible service.
- Assist customers with indigent cremation applications and compile necessary documentation for Fiscal Manager.
- Process completed Acknowledgement of paternity Affidavits, check for errors and prepare for mailing to Ohio Central Paternity Registry.

**20% Customers Service:**

- Greet customers and answer questions (in person, by telephone, e-mail and regular mail) regarding rules/regulations governing release of records, standard office processes and department services with tact, patience, empathy and by utilizing all available resources to provide the best possible service.
- Accept fees for department services.

**15% Administration:**

- Prepares administrative paperwork and program documents.
- Perform duties as assigned by the Fiscal Manager and/or Health Commissioner.

**10% Clerical:**

- Balance revenue with register receipts at the end of each business day.
- Perform opening and closing procedures.
- Answer and direct telephone calls.
- Maintain filing systems.
- Prepare and send outgoing mailings and packages.

**Other Duties and Responsibilities:**

- Participate in staff committees and workgroups.
- Provide support functions in response to public health emergencies as directed by the Health Commissioner.
- Provide support to Vital Statistics clerical staff.
- Other duties as assigned.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Must be computer proficient and knowledgeable in various office and computer applications, including word processing, spreadsheet, desktop publishing, e-mail, etc.
- Vital Statistic experience, minimum of 3 years.

**Preferred Qualifications:**

- Customer service experience, minimum of 2 years.
- Expert in Microsoft Office (Word, Excel).

**Minimum Credentials:**

- The following credentials must be acquired and maintained prior to initial hire:
- Valid Ohio driver's license with good driving record.
  - Notary Public (must be obtained within 6 months of hire)

**Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:

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- Analytical and Assessment Skills: 1A2, 1A4, 1B5, 1A8, 1A10
- Policy Development and Program Planning Skills: 2A2, 2A3, 2A4, 2A6, 2A8, 2A10, 2A11
- Communication Skills: 3A2, 3A5, 3A6, 3A7
- Cultural Competency Skills: 4A4, 4A5
- Community Dimensions of Practice Skills: 5A4, 5B5, 5A6, 5A7, 5B8, 5A9
- Public Health Sciences Skills: n/a
- Financial Planning and Management Skills: 7A1, 7B2, 7A3, 7A10, 7A11, 7A12, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A4, 8B6, 8A 7, 8B9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1B1, 1A2, 1A3, 1B4, 1A5
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4B5, 4A6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6
- Emergency Preparedness: 6A1, 6A2, 6A3

- Work Environment:**
- Daily work environment includes general office setting (temperature controlled).
  - Office setting includes sitting for long periods of time and viewing a computer screen for long periods of time; standing at counter to assist customers.
  - Must have the ability to lift/hoist 15 pounds.
  - Work performed may be subject to challenging interactions with community members.

**Approval:** This position description was approved by the Board of Health on: **01/27/2020**

**Revision History:** Dates of prior approved versions:

**Employee Statement:**

I hereby acknowledge that I have received a copy of this position description on this date.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name