



Public Health
Prevent. Promote. Protect.

Canton City Health District

Position Description

Canton City Health District
FINAL

Position Title:	Public Health Clerk II	Position #:	830
Working Title:	Public Health Clerk II Vital Statistics	CS Status:	Classified
Division or Unit:	Vital Statistics	Reports to:	VS Executive Assistant
Employment Status:	Full-Time	Pay Grade:	R2
Funding Source:	General Fund	FLSA Status:	Non-exempt
This position description was last approved by the Board of Health on:		June 26, 2017	

Position Summary: 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:

- 50% 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 for partner agencies.
- 25% 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. Accept fees for department services.
- 10% Computer: Use various computer applications, software and online programs to facilitate department goals and objectives. Create new documents, edit existing documents and prepare reports and charts using standard office software. Locate and store files on shared network drive.
- 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.
- 5% Administration: Prepares administrative paperwork and program documents. Receive, sort and distribute incoming mail. Perform duties as assigned by the Fiscal Officer and/or Health Commissioner.

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.



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- 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.
 - Must type 35 words per minute.
 - Clerical experience, minimum of 2 years.
- Preferred Qualifications:**
- Customer service experience, minimum of 2 years.
 - Expert in word processing and spreadsheet application.
- Minimum Credentials:** n/a
- Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include:
- 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 Health District 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.



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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