

**POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA**

POSITION: VITAL RECORDS CLERK/REGISTRAR

DEPARTMENT: HEALTH DEPARTMENT

WORK SCHEDULE: M-F, 8:00 AM – 4:00 PM, (AND AS MAY OTHERWISE BE NEEDED)

JOB CATEGORY: COMOT-CLERICAL

DATE WRITTEN: 9/19/08

STATUS: Full-time

DATE REVISED: 12/7/10

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under general supervision of the Howard County Registrar and Administrator, all reporting to the Health Officer, the Vital Records Clerk records, documents, and registers all Vital Records required by the Health Officer. The Vital Records Clerk uses independent judgment in decisions that influence the aforementioned operations. Acting within the framework of established National, State and local Laws, codes, rules, and guidelines; including Health Department policies and objectives; the Vital Records Clerk is the agent of the Howard County Health Officer.

DUTIES:

Assists the Registrar, Health Officer and Administrator by following administrative and operational policies and procedures.

Conducts basic operational functions and procedures of the Vital Records Division.

Greets, via telephone or face-to-face, and provides receptionist services for all customers presenting to the Vital Records division for assistance.

Applies effective and efficient methods and procedures for the maintenance of accurate and current Vital Records.

Conducts basic operational functions and procedures of Vital Records Division, such as:

Keying data into database software relative to the establishment of Birth Certificates, Death Certificates, adoptions, paternity affidavits, legitimizations, amendments, and corrections to the aforementioned. Also conducts genealogical searches.

Interprets, implements, and enforces compliance with policies, procedures, and safety regulations while maintaining consistency through all aspects of Vital Records processing.

May provide Notary services for the department if a Notary Public License is obtained.

Assists in reconciling all numbered certificates and receipt books, and performs all other bookkeeping duties for the Vital Records Division.

May advise or assist employees in performing duties.

Prepares and submits personal work timesheet according to county policy.

Is capable of using a computer to assist in all phases of accountability.

Communicates clearly and concisely, orally and in writing.

Participates, as assigned, in the Health Department's All Hazard Preparedness Response in the event of a hazard event.

SKILLS:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to understand and apply knowledge of all related Vital Records issues.

Ability to use typing skills and a computer.

Ability to accurately and efficiently follow instructions of leadership and supervision.

Ability to read and comprehend complex instructions, detailed correspondence, memos, laws, codes, rules, policies, and procedures.

Ability to write basic correspondence.

Ability to effectively present information in one on one, small group situations to customers, clients, and other employees of the county.

Ability to add, subtract, multiply, and divide including the use of generally accepted bookkeeping practices.

Performs any and all other tasks as directed by the VR Registrar or Administrator

RESPONSIBILITY: Conducting effective, consistent, and accurate documentation of Vital Records to maintain the most current records available.

EDUCATION AND EXPERIENCE: Possession of a High School Diploma or G.E.D. with some college credits. Associate degree preferred. Two years work experience in a clerical field.

PERSONAL WORK RELATIONSHIPS: Ability to communicate and interact humanely and tactfully, with dignity, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, as well as the ability to adjust focus.

WORK ENVIRONMENT: Duties are performed in an office setting.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
YES _____ NO _____

Applicant/Employee signature

Date