

Middletown, CT Job Description

Classification Title	Assistant Registrar of Vital Statistics
Job Code	
Department	Health
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to prepare, record, file, index and attest to copies of births, deaths and marriages occurring in Middletown. Manages flow of customers, mail and telephone calls throughout the Department. ~~perform a variety of clerical and accounting work in support of department operations, to assist the Director in Vital Statistics duties and to perform reception duties. The work is performed under the direction of the Director of Health/Vital Statistics.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Greets, screens, assists and directs the callers and visitors. ; a ~~Answers questions and ; provides information. Prepares attested certified copies of Birth, Death and Marriage Certificates. ; refers individuals to appropriate department/personnel; takes and relays messages.~~
- Assists Funeral Directors with processing death, burial and cremation documents. Ensures confidentiality and compliance with CSS.
- ~~Acts as Assistant Registrar of Vital Statistics; prepares, records, files, indexes and attests to copies of all birth, death and marriage certificates for Middletown residents occurring locally and out of town; ensures compliance with Connecticut state statutes. Prepares and types home birth certificates for filing with the State. Assumes responsibilities of the Registrar of Vital Statistics in their absence.~~
- Maintains statistical records of births, deaths and marriages in computer databases and spreadsheets. Generates reports to assistant other departments in maintaining accurate records.
- Creates, compiles, composes, and maintains ledger, confidential and certificate book indexes for permanent records according to state statutes; maintains and assigns numbers to confidential files. Processes Electronic Vital Records System transactions. Assists genealogists, attorneys and the public in researching family histories through certificates, indexes and databases.

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- ~~Prepares, types and transcribes a variety of reports, documents and correspondence; types legal orders, news releases and orders for inspection staff; compiles, issues, receives, amends, copies, mails out and indexes all legal or restricted certificates and documents. Maintains office supply inventory, which includes archival supplies. Monitors and arranges for office equipment supplies, services and maintenance.~~
- ~~Compiles information and types applications for issuing marriage licenses. Coordinates and executes proper Records Disposition according to CSS.~~
- ~~Coordinates work with funeral home directors, sexton, clergy, nursing home personnel, hospital staff and state personnel. Receives reports from sexton and compiles and indexes burial books.~~
- ~~Balances daily deposit sheets from revenues received; prepares received. Prepares reconciliation reports for Finance Department; compiles Department. Compiles monthly revenue sheets from daily sheets and prepares annual report. Retrieves and processes orders for certified copies. May prepare department weekly payroll.~~
- ~~May perform department accounting functions; post journal entries; records in revenues and processes payments or bills; prepares and provides account information; Performs follow-up collections, as needed.~~
- ~~Bills other towns for attested copies of birth, death and marriage certificates and monitors collections.; mails out copies and maintains lists.~~
- ~~Works with citizens to obtain Apositiles from the Secretary of State.~~
- ~~Provides clerical support to other department personnel. Assists genealogists, title searchers, attorneys and the public in researching family histories. Coordinates various office functions. Orders supplies and maintains inventory.~~
- Distributes vaccine to authorized medical personnel.
- Records and dispenses Radon kits to Middletown residents.
- Assists in preparations for the teen life conference; Participates in the annual Kid's Health Fair.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

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Education and Experience

High school diploma or equivalent ~~and at least two~~ at least two years of related clerical/recordkeeping experience ~~with one year of customer service experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities~~

~~Appropriate education substitutions can be made.~~

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Other

- ~~Position requires ability to obtain~~ Assistant Registrar of Vital Statistics certification. ~~Valid Connecticut driver's license is required.~~

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~ Knowledge of CSS and CT Department of Public Health
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~ Ability to interpret court papers, legal notices, procedures and guidelines and the apply to eligibility to receive certified copies of documents
- ~~Requires the ability to utilize a variety of reference materials, descriptive and/or advisory data and information such as bills, reports, court papers, confidential files, legal orders/notices, amendments, manuals, ledgers, burial book, immunization sheets, lists, indexes, vital records, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, investigators, state agencies, City officials, other municipalities, funeral directors, nursing home personnel, hospitals, and the public.~~ Knowledge of schedule and procedure for proper records disposition

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- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information

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- ~~Ability to E~~ establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

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The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/25/15
Dates revised	