

**POSITION: DEPUTY REGISTRAR II**

**Posting # 6607-0918ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: DEPUTY REGISTRAR II**

**Posting # 6607-0918ksa**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

**STARTING SALARY: Step A: \$15.19 – Step G: \$17.45 per hour/\$1,215.70 - \$1,396.30 Bi Weekly**  
Salary will be determined upon experience and or education

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: September 12, 2018**

**CLOSING DATE: September 26, 2018**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

Performs clerical and secretarial duties designed to expedite the day-to-day registering of births and deaths in Utah County and the issuing of related certificates.

### **DUTIES INCLUDE:**

Acts as receptionist/switchboard operator; responds to various departmental and vital records calls; forwards or directs calls as appropriate.

Ensures confidentiality and prevents fraudulent use of records.

Utilizes the Utah Department of Health OLIVER computer system for vital records; ensures timely, complete, humane, and accurate registration of births and deaths in Utah County; prepares and issues birth and death certificates; utilizes Electronic Death Entry Network (EDEN) according to established policy, procedure and practice; makes corrections to various vital records as needed , i.e., paternity, name changes, spelling errors etc.

Shares information with funeral homes and medical records personnel and works with them on completing vital records.

Accounts for numbered, certified copy forms issued and fees collected; receives and receipts payments of fees for copies of records and documents or related transactions; maintains cash drawer; prepares daily deposit for delivery to County Treasurer; runs cash register report and balances to OLIVER report.

Prepares and submits appropriate daily reports as required by the department or Utah Department of Health.

Responds to public requests for vital records information; receives and responds to public complaints and inquiries; resolves issues according to established policies and procedures; prepares written correspondence and responses for vital records assistance.

**POSITION: DEPUTY REGISTRAR II**

**Posting # 6607-0918ksa**

Processes affidavits for vital records; receives state responses and updates files; corrects vital records when necessary and issues corrected records.

Assists with department purchasing; obtains and processes purchase orders; orders approved supplies and materials.

Sorts and processes building mail and runs postage reports.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Working Knowledge of:**

Standard office practices; proper grammar, spelling, and punctuation.

**Skill in:**

Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets; Using various software programs unique to the Health Department and/or Vital Records.

**Ability to:**

Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task; Understand broad objectives and follow general instructions.

**REQUIREMENTS FOR EMPLOYMENT:**

High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Incumbents may be required to obtain State of Utah Certificate of Authority of Notary Public.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.