

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY REGISTRAR I/II/III
CLASS CODE: I - 6606 II - 6607 III - 6608

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: HEALTH

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.

CLASS CHARACTERISTICS

Deputy Registrar I: Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

Deputy Registrar II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

Deputy Registrar III: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL FUNCTIONS

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.

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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.

KNOWLEDGE, SKILLS, AND ABILITIES

Deputy Registrar I:

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.

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.

Deputy Registrar II:

In addition to the knowledge, skills, and abilities listed above:

Skill in: Using various software programs unique to the Health Department and/or Vital Records.

Ability to: Understand broad objectives and follow general instructions.

Deputy Registrar III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Health Department policies and procedures and laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Deputy Registrar I: High school diploma or equivalent and one (1) year 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.

Deputy Registrar II: 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.

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Deputy Registrar III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. 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.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

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

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.