

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY REGISTRAR SUPERVISOR
CLASS CODE: 6609

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: HEALTH

JOB SUMMARY

Under general supervision of the Deputy Health Director, performs supervisory, administrative support and advanced clerical work in managing the day-to-day operations and clerical personnel of the vital records function of the Health Department.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Ensures proper policies and procedures are followed to ensure confidentiality and prevent fraudulent use of records.

Provides training and technical assistance in the use of the Utah Department of Health OLIVER computer system for vital records; authorizes the addition and deletion of authorized users; monitors changes in statutes and operating guidelines to ensure compliance and accuracy of 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; contributes to the website design and posting of information sought by the public; 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.

Prepares initial budget estimates for various needs of the division; ensures office payroll is entered correctly and by deadline; tracks and approves leave time; balances financial records and cash drawers; orders and maintains office supplies and inputs purchase orders as necessary; provides billing information to customers and ensures the proper billing of mortuaries and follows up to ensure payment.

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

Serves as Record Retention Coordinator for department.

Oversees postage meter including downloading funds and maintenance; sorts and processes building mail and runs postage reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Office management practices and procedures of the Health Department, Utah County Rules and Regulations; vital records forms and processes including state laws, statues and regulations governing the removal, transportation, preservation, burial, disinterment and reinterment of dead bodies.

Working Knowledge of: Proper grammar, spelling, and punctuation; medical terminology.

Skill in: Reading, writing, and basic bookkeeping; operating standard office equipment; word processing, data entry, document composition, and spreadsheet creation.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; effectively motivate and supervise others; maintain confidentiality of sensitive records and information; create and maintain record keeping, filing systems, and other work processes.

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; regularly drives a motor vehicle.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 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

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two years directly related to the duties described above OR an equivalent combination of education and experience. Preference may be given to applicants with lead or supervisory experience. Selected applicants must pass a typing test at or above the rate of 40 WPM net. Bilingual Spanish and English speaking skills may be required or preferred.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbents must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. 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.