



Senior Deputy Registrar

Job Description

Department: Health
Position: Career Service
Grade: 503
Supervisory: Lead
Reports to: Deputy Registrar Supervisor

Summary

Under general guidance and direction of the Deputy Registrar Supervisor, 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. Performs duties of considerable difficulty that involve some independent judgment. Incumbents in this classification are capable of training and leading others.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as receptionist/switchboard operator; respond to department and vital records calls; forward or direct calls as appropriate.
2. Maintain security of vital records; ensure confidentiality and prevent fraudulent use of records.
3. Utilize the Utah Department of Health OLIVER computer system for vital records.
4. Ensure timely, complete, and accurate registration of births and deaths in Utah County; ensure appropriate communication and humane handling of sensitive information; correct vital records, as needed.
5. Respond to public requests for vital records information; prepare and issue birth and death certificates; prepare written correspondence and responses for vital records assistance.
6. Utilize Electronic Death Entry Network (EDEN) according to established policy, procedure and practice.
7. Maintain updated vital records; correspond with funeral homes, the State Medical Examiner's Office, and medical records personnel to update documentation, as needed.
8. Account for numbered, certified copies of documents issued and fees collected.
9. Receive and receipt payments of fees for copies of records or related transactions.
10. Maintain cash drawer; prepare deposit daily funds; run cash register report and reconcile against OLIVER report.
11. Prepare and submit appropriate daily reports as required by the department or Utah Department of Health.
12. Assist with registration at immunizations clinics, as needed; accept insurance information from clients; receipt and receipt payment for vaccinations.

For Office Use Only

Class Code: 6608
Class Title: Senior Deputy Registrar
FLSA: Non-Exempt
Effective Date: 5/21/2021
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

13. Receive and respond to public complaints and inquiries; resolve issues according to established policies and procedures.
14. Process affidavits for vital records; receive state responses and update files; correct vital records when necessary and issue corrected records.
15. Assist with department purchasing; obtain and process purchase orders; order approved supplies and materials.
16. Sort and process building mail and run postage reports.
17. Support Deputy Registrar Supervisor, as needed; attend executive staff meeting and take minutes.
18. Function as lead worker; provide training and assistance to Deputy Register I/II's; monitor performance and provide input for performance evaluations and/or additional training.
19. Prepare invoices for Mortuary billing; enter payments, as needed.
20. Prepare Children's Trust Fund monthly reports.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Health Department policies and procedures and laws, codes, or regulations relevant to work performed
- Knowledge of supervisory techniques
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in using various software programs unique to the Health Department and/or Vital Records
- Skilled in basic bookkeeping
- Ability to understand broad objectives and follow general instructions
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task
- Ability to type accurate and at an acceptable rate, based on job duties
- Ability to maintain confidentiality of sensitive records and information
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a lead to some and as a coach and mentor for other positions in the department.

For Office Use Only

Class Code: 6608

Class Title: Senior Deputy Registrar

FLSA: Non-Exempt

Effective Date: 5/21/2021

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Work Environment

This job operates in a professional office environment, but the incumbent may be required to work in one or more satellite clinics. This role routinely uses standard office equipment such as a laptop, desktop, switchboard, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to high-stress situations, including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee can expect to work for sustained periods of time maintaining concentrated attention to detail. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm. There may be available to work out a flex schedule that works for both the County and the employee, with advanced approval. Occasional evening and weekend work may be required as job duties demand. May provide after-hours emergency services to the public, as needed.

Travel

Travel is primarily local during the business day and may include driving to financial institutions within Utah County. Some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of work experience in general clerical support.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants who are bilingual in English and Spanish.

For Office Use Only

Class Code: 6608
Class Title: Senior Deputy Registrar
FLSA: Non-Exempt
Effective Date: 5/21/2021
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbents may be required to obtain State of Utah Certificate of Authority of Notary Public.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Class Code: 6608
 Class Title: Senior Deputy Registrar
 FLSA: Non-Exempt
 Effective Date: 5/21/2021
 Public Safety: No

Worker’s Compensation: Clerical
 Background Level: II
 Safety Sensitive: No
 DOT: No
 ML: Individual Contributor