

## Cass County

### Position Description

**Position Title:** Vital Records Clerk

**Position Number:** 1302

**Department:** Health

**Reports To:** Administrator, Health Officer

#### **Purpose of Position**

The purpose of this position is to perform a variety of recording and advanced clerical duties including data entry, issuing certificates, collecting money and preparing receipts, typing, filing, copying, etc.

#### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- 1\* Issues Birth and Death Certificates; enters data from current and previous birth and death certificates into computer database.
- 2\* Issues *Burial Transit* permits.
- 3\* Prepares and executes legitimations, amendments, paternity, and records adoption changes.
- 4\* Prepares monthly and quarterly reports as required.
- 5\* Prepares executes corrections to birth and death records and delayed registrations of births.
- 6\* Collects permits for disposition of human remains.
- 7\* Prepares permit to disinter, remove, and reinter human remains.
- 1\* Provides information to the public on obtaining foreign birth and death certificates of U.S. citizens who were born, or died outside the United States.
- 2\* Prepares correspondence as needed concerning vital records.
- 8\* Receives, counts, balances and deposits monies for vital records.
- 9\* Greets visitors, answers the telephone and provides assistance, information, and direction in absence of receptionist.
- 10\* Assists with genealogy research.
- 11\* Provides accurate information to title search companies.
- 12\* Prepares *Premarital Examination Certificate* for Rubella immunizations.
- 13\* Performs computer backup for vital records as required.
- 14\* Attends appropriate training and workshops for vital records.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Cass County, Indiana  
Position Description - Vital Records Registrar, Clerk  
Position Number - 1302

High school graduate with one to two years of related experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Special Requirements**

None

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- 15\* Ability to operate a variety of automated office machines including computer, typewriter, copier, calculator, fax machine, laminator, art electraseal, two-way communication equipment, and power shredder.

**Mathematical Ability**

- 16\* Ability to add, subtract, multiply, divide, and calculate decimals, and percentages.

**Language Ability and Interpersonal Communication**

- 17\* Ability to comprehend and correctly use a variety of informational documents including birth and death certificates, burial permits, paternity affidavits, adoption papers, and other reports and records.
- 18\* Ability to comprehend a variety of reference books and manuals including Registrar Manual, medical books, index books, and state code.
- 19\* Ability to prepare birth and death certificates, applications, affidavits, legitimations, various annual, quarterly, and monthly reports, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- 20\* Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, to follow instructions, and to follow state guidelines and regulations.

Ability to communicate effectively with customers, patients, medical records personnel, State Department of Health personnel, other County personnel, doctors, attorneys, funeral directors, nursing home personnel, and the general public verbally and in writing.

**Environmental Adaptability**

- 21\* Ability to work effectively in an office environment.

Cass County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.