

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Vital Records Registrar
DEPARTMENT: Health
WORK SCHEDULE: Hours as scheduled
JOB CATEGORY: Administrative

DATE WRITTEN: November 2011
DATE REVISED: April 2, 2018

STATUS: Part Time/Temporary
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

PURPOSE OF POSITION:

The incumbent interacts with the public in person and by telephone, and performs various advanced administrative duties to ensure the efficiency of the Cass County Health Department.

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.

- Issues Birth and Death Certificates from Genesis or Lotus Notes database.
- Issues Burial Transit permits.
- Prepares legitimations, amendments, paternity, and records adoption changes.
- Prepares monthly and quarterly reports as required.
- Prepares corrections to birth records and delayed registrations of births.
- Collects permits for disposition of cremated human remains.
- 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.
- Receives, counts, balances, and deposits monies for vital records.
- Greets customers, answers the telephone, and provides assistance, information and direction.
- Performs Notary Public duties.

- Assists with genealogy research.
- Attends appropriate training and workshops for vital records.

JOB REQUIREMENTS:

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

Special Requirements

- No special license or certification required

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical requirements

- Ability to operate a variety of automated office machines including computer, copier, calculator, telephone, printers, fax machine, and power shredder.

Mathematical Ability

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

Language Ability and Interpersonal Communication

- 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.
- Ability to comprehend a variety of reference books and manuals including Registrar Manual, medical books, index books, and state code.
- Ability to prepare birth and death certificates, applications, affidavits, legitimations, various annual, quarterly, and monthly reports, and other job related documents conforming to all rules of punctuation, grammar, dictation and style.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- 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.

- Ability to competently serve the public with diplomacy and respect, including occasional encounters with difficult/distraught persons.

Environmental Adaptability

- Ability to work alone with minimum supervision and with others in a team environment in a professional manner, often amidst frequent distractions and interruptions, and on several tasks at the same time.
- Possession of a valid driver's license and a demonstrated safe driving record.

Dress Code

The Dress Code for Clerical and Administrative is business casual. As per the Cass County handbook, county employees can wear jeans on Fridays.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position Receptionist for the Cass County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print Name

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.