

**DEPARTMENT:** TOWNS /VILLAGES  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** 5/19/75

**DEPUTY REGISTRAR OF VITAL STATISTICS**

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class involve the performance of clerical work in accordance with a prescribed routine. Births and deaths are registered in accordance with the rules and regulations of the State Department of Health. The work involves frequent public contact. Acts in place of and assists the Registrar of Vital Statistics in recording births and deaths. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Files birth and death records;
2. Issues birth and marriage certificates and copies of death certificates;
3. Issues burial permits to undertakers;
4. Assists with delayed registrations of persons whose births have not been recorded;
5. Reports births and deaths to the State Department of Health.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Some knowledge of office terminology, procedures and equipment; reasonable knowledge of arithmetic and English; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legible; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma: