

City of Pleasantville

Job Announcement



Deputy Registrar of Vital Statistics

Title	Department	Salary Range	Employment Status
Deputy Registrar of Vital Statistics	City Clerk	\$28,975 - \$57,104	Full-Time w/Benefits

Under direction, assists the Registrar of Vital Statistics by keeping records of births, marriages, deaths, and communicable diseases in the municipality. May respond to inquiries and process clerical transactions for other functions of the organization; does related work as required.

Examples of Work -The following examples or additional duties may be required:

- Assists in developing procedures for obtaining prompt and accurate reports of births, marriages, and deaths.
- Issues burial, disinterment, and transit permits to morticians.
- Checks all certificates to see that they are properly filled out and completed.
- Makes statistical compilations and organizes such calculations in the form of tables.
- May issue various municipal licenses.
- Collects fees and accounts for the monies collected.
- Need to know Microsoft Office.
- Answers nonroutine inquiries for information within the organization, in accord with department policy and regulations.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE: Two (2) years of clerical experience.

VERY IMPORTANT

CERTIFICATION: Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment.

KNOWLEDGE AND ABILITIES:

Knowledge of laws relating to the reporting and registration of births, marriages, and deaths, after a period of training.

Knowledge of giving correct information to varied types of inquiries and of the statistical methods used in compiling sound, informative reports from the data collected.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to analyze laws, relating to the reporting and registration of births, marriages, and deaths and to apply them to specific cases.

Ability to establish a simple and efficacious system of records of births, marriages, and deaths.

Ability to keep confidential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Benefits Included:

Health Benefits (medical, prescription, dental, vision)

Pension

Flex Spending Plan

Deferred Compensation Plan

Supplemental Life Insurance

Supplemental Disability Insurance

The Americans with Disabilities Act of 1990 as amended prohibit employers from discriminating against any qualified person on the basis of disability. The City of Pleasantville makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The City of Pleasantville makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the City of Pleasantville can only make reasonable accommodations when it is aware of a disability. **IT IS UP TO YOU TO INFORM THE PROSPECTIVE EMPLOYER IF YOU NEED A REASONABLE ACCOMMODATION.** The employer may ask you for documentation to support your request for a reasonable accommodation.

The City of Pleasantville is an Equal Opportunity Employer

Applications are accepted until the position is filled