

## **POSITION DESCRIPTION COUNTY OF LAPORTE, INDIANA**

**POSITION:** Vital Records Registrar – Michigan City Office  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT III (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** June 2006

**STATUS: Full-time**

**DATE REVISED:**

**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. The County of LaPorte 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.

Incumbent serves as Vital Records Registrar for the LaPorte County Health Department – Michigan City, responsible for proper preparation, update, and preservation of vital records.

**DUTIES:**

Collects, records, indexes, prepares, and maintains vital records for the department, including issuance of certificates of birth, stillbirth, death, and burial permits. Makes necessary changes in vital records upon authorization.

Processes adoption, legitimization, paternity, and correction affidavits and military and welfare benefits birth verification as required.

Receives fees for vital record information and permits, both by mail and in-person, records and totals amounts received, and deposits daily.

Generates vital records assignments to be completed by other office clerical staff and trains new employees to properly maintain and process vital records.

Maintains statistical data from birth and death certificates and prepares reports for State and County Board of Health.

Prepares and mails list of deceased individuals to be purged from voter lists to appropriate county offices.

Answers telephone and greets office visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Maintains and updates vital records files.

Maintains inventory of office supplies and submits requisitions as needed.

Periodically performs duties of other clerical personnel as needed.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Must be at least 21 years of age.

Possession of and ability to maintain possession of Federal Emergency Management Agency (FEMA) and Notary Public certifications.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Fundamental knowledge of the principles and practices of the department, especially as they relate to the maintenance of accurate vital records.

Working knowledge of Indiana public health laws and regulations as they relate to vital records.

Knowledge of standard clerical and bookkeeping procedures involved in the gathering, compiling, and verifying of vital records information.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to type with speed and accuracy and use standard office equipment, such as computer, typewriter, copy machine, fax machine, telephone, laminator, and seal machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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 competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, state circuit courts, law offices, military branches, children services agencies, Social Security office, Bureau of Motor Vehicles, hospitals and physicians' offices, funeral homes and cemetery offices, nursing homes and assisted living facilities, DeVita Dialysis Center, CHIRPS, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally travel out of town to attend seminars and updates pertaining to vital records.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs a variety of relatively standard duties according to the established practices and procedures of the department, using judgment and taking personal action in the determination and implementation of the best methods to achieve desired results. Accuracy in procedures is essential to avoid loss of time and money to the department, permanent loss of records, and inconvenience to members of general public.

Incumbent receives general instructions and performs majority of tasks according to standard department practices and procedures, with work reviewed as necessary to assure accuracy and conformance with directions.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, State Department of Health, state circuit courts, law offices, military branches, children services agencies, Social Security office, Bureau of Motor Vehicles, hospitals and physicians' offices, funeral homes and cemetery offices, nursing homes and assisted living facilities, DeVita Dialysis Center, CHIRPS, and members of general public for the purpose of giving and receiving factual work-related information.

Incumbent reports directly to the Administrative Assistant/Office Manager.

## **IV. PHYSICAL EFFORT/WORK ENVIRONMENT:**

Incumbent performs duties in standard office environment, including sitting and walking at will, standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, keyboarding, speaking clearly, driving, close vision, hearing sounds/communication, and handling/grasping objects. Incumbent may be required to work with or be exposed to irate/hostile individuals. Incumbent may occasionally be required to travel out of town to attend seminars and updates pertaining to vital records.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Vital Records Registrar for the LaPorte County Health Department – Michigan City Office 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       

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Applicant/Employee Signature

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Date

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Print or Type Name