

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** REGISTRAR OF VITAL STATISTICS

**TITLE #:** 1533

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for 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 contacts. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Files birth and death records;

Issues birth and marriage certificates and copies of death certificates;

Issues burial permits to undertakers;

Assists with delayed registrations of persons whose births have not been recorded;

Reports births and deaths to the State department of Health.

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

**CHARACTERISTICS:** Working knowledge of office terminology, procedures and equipment; working 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 legibly; clerical aptitude; mental alertness; neat appearance; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) Four (4) years of paid work experience.

**JURISDICTIONAL CLASS:** Competitive when full-time, Non-Competitive when part-time

**ADOPTED:** Unknown

**REVISED:** 10/4/94