

## VITAL STATISTICS TECHNICIAN

### NATURE OF WORK IN THIS CLASS:

This is technical statistical work involved in the maintenance and catalogue of vital statistical records through the use of a computerized system.

Employees in this class perform the full range of complex vital statistics functions independently on an ongoing basis.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Reviews, establishes and codifies vital statistical information through the use of a computerized system.

Codes diseases and condition diagnoses in compliance with classification requirements and procedures.

Maintains and retrieves data using a special computer code to ensure the confidentiality and non-tampering of such information; cross-references vital information from documents versus computer system to ensure the accuracy and appropriateness of such vital information for immediate corrective action.

Coordinates with agencies and instrumentalities for the collection and retrieval of vital information pursuant to Registration Laws.

Interprets and enforces registration laws, policies and procedures.

Develops, prepares and compiles vital statistical data for incorporation into the Annual Statistical Report.

May supervise lower clerical subordinates.

Performs related duties as assigned.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of basic statistical computation.

Knowledge of office practices and procedures.

✓ Ability to learn <sup>and</sup> to apply computer application procedures.

Ability to learn and apply established laws, policies and related guidelines.

Ability to code and summarize basic vital statistics data.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM TRAINING AND EXPERIENCE:**

- (a) Three years of experience in Vital Statistics or related work including six months in the operation of a computer system and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, ability and skills.

PAY RANGE: 26

ESTABLISHED: September, 1988

  
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NORMA J. AFLAGUE  
Executive Director  
Civil Service Commission