

## TERRITORIAL REGISTRAR

NATURE OF WORK IN THIS CLASS:

Administers the vital statistics programs and activities for the territory under the Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the vital statistics programs and activities for the territory; develops and maintains a records management system.

Supervises the registration, processing, issuance and maintenance of vital records, including births, deaths, fetal deaths, marriages, divorces, adoption.

Establishes and maintains policies, standards and procedures for vital records registration, correction of certificates, filing systems, records retrieval, issuance of certified copies, records maintenance.

Implements statutory and other program requirements; initiates and recommends necessary changes to meet changing needs and improve program effectiveness.

Prepares, publishes and interprets statistical data and reports.

Supervises the diagnostic coding of deaths in accordance with the international coding on mortality and morbidity; assures the proper reporting of communicable deaths as required by law.

Prepares program budget estimates and justification.

Functions as the administrative custodian of the public cemetery.

Prepares correspondence and administrative reports; administers agency policies for personnel, training and safety; and performs other administrative functions.

Keeps abreast of new techniques and methodology in vital statistics data retrieval systems and records management.

Appears before courts, boards and legal bodies to verify, confirm, or testify regarding vital records.

Performs other related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, methods and techniques of records management.

Ability to administer a territorial-wide vital statistics programs and services.

Ability to apply statistical principles and techniques as they apply to vital statistics administration.

Ability to establish and maintain policies, standards, procedures and other program requirements for the effective and efficient administration of vital statistics records management system.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and initiate/recommend necessary improvements.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in records management work and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission