

Massillon Civil Service Commission



DIRECTOR OF VITAL STATISTICS / REGISTRAR

Title:	Registrar	Civil Service Status:	Classified
Department:	Health	FLSA:	Non-Exempt
Bargaining Unit:	N/A	Bargaining Unit Approval:	N/A
Immediate Supervisor:	Health Commissioner	Positions Supervised:	N/A

Description

The Registrar is under the general supervision of the Health Commissioner. This person performs birth and death certificate sales and filing duties and general clerical duties, acts as fiscal director and as Accreditation Co-coordinator.

Job Duties

- Receives birth and death certificates and processes the documents for filing in the department and with the Ohio Department of Health
- Processes and registers birth certificates for home births
- Issues certified copies of birth and death certificates and burial permits
- Acts as health department fiscal officer, pays bills, processes purchase orders, makes deposits
- Answers phones, greets clients and guests and performs clerical duties
- Is available to respond to public health emergencies
- Acts as accreditation co-coordinator
- Performs typing and data entry
- Ability to interact with the public in a positive and culturally sensitive manner
- Ability to understand and follow written and oral instructions
- Ability to operate within departmental policies

Experience / Education Required

Candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment.

- High School Education or equivalent
- One year Experience in the clerical and accounting field, especially bill paying
- Grant management, insurance billing
- Basic Computer Skills including Microsoft Word/Access/Excel