

## JOB ANNOUNCEMENT

**POSITION: DEPUTY REGISTRAR II - Health Dept./Vital Records**

Posting#6607-1209md

\* May underfill as a Deputy Registrar I (6606)

### REQUIRED ATTACHMENTS:

- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software including the Workforce Services Mavis Beacon program. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma No Internet printouts (for College credit)**

**STARTING SALARY: Step 18, \$13.78 per hour ; Deputy Registrar I: Step 14, \$12.55 per hour** (plus benefits package)

**OPENING DATE:** November 19, 2009

**CLOSING DATE:** December 8, 2009

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months*

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

### JOB SUMMARY:

Performs clerical and secretarial duties designed to expedite the day-to-day registering of births and deaths in Utah County and the issuing of related certificates. This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

### DUTIES INCLUDE:

**Ensures** confidentiality and prevents fraudulent use of records.

**Utilizes** the Utah Department of Health OLIVER computer system for vital records; ensures timely, complete, humane, and accurate registration of births and deaths in Utah County; prepares and issues birth and death certificates; utilizes Electronic Death Entry Network (EDEN) according to established policy, procedure and practice; makes corrections to various vital records as needed, i.e., paternity, name changes, spelling errors etc.

**Shares** information with funeral homes and medical records personnel and works with them on completing vital records.

**Accounts** for numbered, certified copy forms issued and fees collected; receives and receipts payments of fees for copies of records and documents or related transactions; maintains cash drawer; prepares daily deposit for delivery to County Treasurer; runs cash register report and balances to OLIVER report.

**Responds** to public requests for vital records information; receives and responds to public complaints and inquiries; resolves issues according to established policies and procedures; prepares written correspondence and responses for vital records assistance.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets and Using various software programs unique to the Health Department and/or Vital Records.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; Communicate effectively verbally and in writing and Distill relevant and useful elements from vast amounts of information. **Preference may be given to those applicants with bilingual Spanish speaking/reading skills.**

### REQUIREMENTS FOR EMPLOYMENT:

**Deputy Registrar I:** High school diploma or equivalent and one (1) years of general clerical support work experience.

**Deputy Registrar II:** High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

### LICENSING AND CERTIFICATION

Incumbents may be required to obtain State of Utah Certificate of Authority of Notary Public.

### EXAMINATION/SELECTION PROCESS:

Individuals interested in the position must submit an official Utah County Government application to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date.

**NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

