



www.allencountypublichealth.org
Allen County Combined Health District

Position Available
Registrar, Vital Statistics/Clerical Manager
37.50 hours/week

Service Area: Administration

Reports to: Health Commissioner

Salary: Pay Range 21 (\$18.78/hour)

Under direction of the Health Commissioner, the Registrar/Clerical Manager is responsible for the filing of all births and deaths that occur within the county district ensuring that vital statistics services are operated in compliance with applicable state standards, laws and rules as well as Board of Health adopted policies and regulations. The Registrar/Clerical Manager also supervises clerical and Vital statistics staff, maintaining coverage in lobby area and Vital Statistics office at all times.

Sample Job Responsibilities:

- Ensures that all certificates and requests pertaining to birth and death records, affidavits, burial permits and related documents are filed, recorded and processed in accordance with state guidelines
- Plans for, directs, and evaluates vital statistics and general clerical services to ensure quality and compliance
- Resolves discrepancies or initiates corrective action regarding vital records through correspondence, personal contact or telephoning involved parties to ensure accurate records
- Calculates and prepares monthly and quarterly vital statistics fiscal reports
- Supervises personnel within the Vital Statistics/Clerical service area
- Assists the public with viewing/obtaining vital records

Qualifications:

- High School graduate, Associates Degree in Business Administration or related field preferred
- Five years' experience in public service and/or a customer-driven office setting required; some supervisory experience preferred
- Strong computer skills including Microsoft Office, required
- Basic knowledge of Ohio Vital Statistics system and local public health organization in Ohio preferred
- Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage

Working Conditions:

- Occasional overtime, night or weekend hours may be required
- Travel within and outside the district sometimes required

BENEFITS: Health insurance, paid holidays, vacation in the first year, public retirement system

Applicants interested in the position may submit a cover letter and resume to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802 or jobs@allenhealthdept.org. Deadline for applications is Wednesday, June 10.

Allen County Public Health is an Equal Opportunity Employer

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