

### VITAL STATISTICS SUPERVISOR

DESCRIPTION: Under general supervision, plans, organizes, and directs the maintenance of the index and amendments section and supervises the work of subordinates; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and implements procedures to follow within the section relating to the Russell Soundex indexing system, file searching, and data entry processes relating to vital records including all birth, death, marriage and divorce certificates.

Responds to walk-in customer and phone call requests regarding amendments, copies of certificates, legislation and problems.

Plans, assigns, directs, trains and evaluates the work of subordinate staff engaged in the Russell Soundex indexing system, file searching, data entry processes and amendments relating to vital records including all birth, death, marriage and divorce certificates.

Reviews evidence submitted for amendment of vital records; amends the original documents which are corrected or completed as provided by statute and revises index accordingly; prepares new certificates as warranted.

Maintains the Russell Soundex indexing system through the use of indexes, microfiche, and edit listings.

Confers with divisional supervisors to provide information and input on office policies and procedures, budget needs, and legislation.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the principles and practices of supervision; agency regulations, policies and procedures.

Ability to: plan, organize, and direct the work of subordinates.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the Russell Soundex coding and filing system; State laws governing the Bureau of Vital Statistics and pertaining to amendments; office procedures and practices.

Ability to: interpret and apply agency directives, policies, regulations and procedures; communicate orally and in writing to exchange information and to interact with agency staff and the general public.

VITAL STATISTICS SUPERVISOR (continued)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Experience using the Russell Soundex system involving coding and/or maintaining files and indexes, working with confidential records and contact with the public.

OR

Post high school coursework/training in: office support/secretarial operations/practices.