



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 749.1

Job Title: **DEPUTY REGISTRAR-VITAL STATISTICS**

Pay Grade: 22

### **GENERAL SUMMARY:**

Performs complex and confidential administrative support activities to ensure accurate and prompt information and resources necessary to maintain effective operations of the Bureau of Vital Statistics.

### **RESPONSIBILITIES:**

- Supervises and assists clerical support staff.
- Ensures that proper information pertaining to birth or death certificates is made available to funeral homes, hospitals and the general public.
- Assists funeral directors and hospital representatives in correcting certificates and locating census tracts.
- Operates various types of office equipment.
- Performs data entry activities utilizing personal computer.
- Interprets statutes, rules and regulations as prescribed in Vernons' Texas Civil Statutes.
- Assists in coordinating work assignments within the bureau.
- Prepares requisitions and contracts for vendors.
- Assists in the selection, training and evaluation of personnel.
- Serves as backup timekeeper and handles routine correspondence.
- Provides notary services.
- Represents Registrar when required.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Statistics or a closely related field.

#### **EXPERIENCE:**

One year of experience in vital records, statistics or a closely related field is required.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly requests personnel actions such as hirings, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

## **JOB FAMILY:**

Deputy Registrar, Vital Statistics  
Registrar, Vital Statistics

*Effective: October 1990  
Revised: December 1993*