

Classification Title: Vital Records Specialist

FLSA Status: Non-exempt

BRIEF DESCRIPTION: Perform all duties and functions associated with the proper, legal registration of births and deaths as outlined in the North Carolina General Statute §130A. Provide additional customer service functions, pertaining to birth and death certificates, to funeral homes, physicians as well as hospital facilities. Responsible for capturing surveillance data on all births and death records and ensuring the accuracy of this information through quality assurance reviews. Responsible for researching and providing information to other Public Health programs in an effort to drive decisions in their respective programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Performs duties for registration of birth and death certification per North Carolina General Statute §130A. Review all hospital birth records electronically according to the North Carolina General Statute §130A-101-Birth Registration. Register all death certificates manually and birth records electronically. Issue Burial-Transit permits, review all death and birth certificates for complete information and numbering. Research and consult on cases that are incomplete or not valid.
2	S	Assurance of accurate and correct information for legal birth and death certificates. Responsible for capturing surveillance data on all births and death records and ensuring the accuracy of this information through quality assurance reviews. Assist funeral homes with adhering to death registration compliance by providing additional customer service functions by assisting them with obtaining the certificate.
3	L	Establish and maintain relationships, and provide services to key stakeholders. Provide appropriate information to all customers via telephone, fax or email. Use knowledge of North Carolina General Statutes to provide direct assistance in the completion of all birth and deaths. Communicate with Register of Deeds office when there are discrepancies in the Public Inquiry system. Facilitate training opportunities for funeral homes, physicians, and Register of Deeds.
4	S	Records corrections and/or amendments. Obtain required documentation to make necessary and reasonable corrections on death certificates. Make necessary and reasonable corrections on home birth records. Communicate to the state any corrections made on a death certificate after the original has been sent to the state.
5	S	Reports/Surveillance/Training Manuals (as instructed): Maintain birth and death information for surveillance and compliance reporting. Provide the Child Fatality Prevention Team (CFPT) with data for children 19 and under. Assist manager with providing data to Public Health Director and staff for community assessment, services, and education. Assist manager with surveillance and compliance reporting from Sharepoint. Provide oral and written communication to Human Services and Public Health staff as needed and legally required.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma or equivalent
Experience	Four years of experience in data entry and management, customer service
Certification and Other Requirements	None
Equivalent Education & Experience Accepted?	Yes
Reading	Advanced
Math	Basic
Writing	Basic
Managerial	Receives general direction
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	None
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, software, and other office equipment.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other

PROTECTIVE EQUIPMENT REQUIRED:

None