

Job Posting

Position: Vital Records Clerk

Department: Madison County Health Department

Work Schedule: Part Time, up to 25 hours per week

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Vital Records Clerk

Duties

- Permit issuance for: public swimming pools, septic, tattoo establishments and tattoo artists, food establishments
- Drafting letters, memos and reports on behalf of the Madison County Health Department
- Answering telephones, determines nature of calls, answers questions or directs caller to proper person, division or department.
- Maintains health information for international travel and provides appropriate information as requested.
- Collects, records, prepares, and maintains all vital records for the Department, including issuance of certificates of birth, stillbirth, death and burial permits; makes necessary changes in vital records upon authorization.
- Receives fees for vital records information and permits, both mail and in person.
- Greets office visitors, determines nature of business, and assist them with questions concerning vital records, or routes to appropriate person, division or department.
- Operates and maintains various office and record keeping equipment including computer, printer, and copier.
- Enters birth and death certificate data

- Occasionally opens, sorts and routes departmental mail.
- Performs job duties as assigned.

Job Requirements

High School diploma or equivalent

Fundamental knowledge of the principles and practices of the Department, especially as they relate to the maintenance of accurate vital records and permit issuance.

Working knowledge of public health laws.

Knowledge of clerical and bookkeeping procedures involved in gathering, compiling and verification of vital records information.

Knowledge of standard office procedures and ability to use office equipment.

Ability to address the general public in a respectful, courteous manner.

Knowledge of and ability to use proper English, spelling, punctuation, and grammar, and basic mathematics.

Responsibilities

Incumbent performs a variety of standard duties according to the established practices and procedures of the department, using judgment and taking personal action in determination and implementation of the best methods to achieve desired results.

Personal Work Relationships

Incumbent maintains frequent contact with department supervisor and associates, representatives of other governmental jurisdictions, and the general public.

Applicant/Employee Acknowledgment

The job description for the position of Vital Records Clerk of the Madison County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes ____ No ____

Applicant/Employee Signature

Date

To be considered, please send:

**A cover letter, resume and three (3) references to Stephanie Grimes, at Madison County Health
Department, 206 E. 9TH, Anderson, Indiana 46016**

Or

sgrimes@madisoncounty.in.gov

by December 31, 2018 at 4 p.m.

Madison County Government is an Equal Opportunity Employer (EOE).