



## Township of Lakewood Employment Opportunity

### **Deputy Registrar of Vital Statistics/Clerk 3**

The Township of Lakewood is seeking a full-time **Deputy Registrar of Vital Statistics/Clerk 3** for its Office of Vital Statistics

#### Description:

Under direction, assists the Registrar of Vital Statistics by keeping records of births, marriages and deaths in the municipality. May respond to inquiries and process clerical transactions for other functions of the organization; does related work as required.

A full job description is attached.

#### Requirements:

Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services.

Salary Range: \$41,000 - \$50,000

Position: Full time

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "**Deputy Registrar of Vital Statistics/Clerk 3**" in the subject line no later than July 16, 2018 to the attention of :

Director of Human Resources  
Township of Lakewood  
231 Third Street  
Lakewood, New Jersey 08701  
[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: July 6, 2018

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



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## Job Specification

### DEPUTY REGISTRAR OF VITAL STATISTICS/KEYBOARDING CLERK 3

#### DEPUTY REGISTRAR OF VITAL STATISTICS

##### DEFINITION:

Under direction, assists the Registrar of Vital Statistics by keeping records of births, marriages, deaths, and communicable diseases in the municipality. May respond to inquiries and process clerical transactions for other functions of the organization; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE: Appointments may be made to positions requiring bilingual skills.**

#### 07810 - Bilingual in Spanish and English SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

##### EXAMPLES OF WORK

Assists in developing procedures for obtaining prompt and accurate reports of births, marriages, and deaths.

Passes on the certificates and other forms used in reporting births, marriages, and deaths.

Issues burial, disinterment, and transit permits to morticians.

Checks all certificates to see that they are properly filled out and completed.

Makes statistical compilations and organizes such calculations in the form of tables.

May issue various municipal licenses.

Collects fees and accounts for the monies collected.

Answers nonroutine inquires for information within the organization, in accord with department policy and regulations.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

##### REQUIREMENTS:

##### EXPERIENCE:

Two (2) years of clerical experience.

##### CERTIFICATION:

Appointees must obtain a Certified Municipal Registrar (CMR) certificate issued by the Department of Health and Senior Services within six (6) months of appointment

##### LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of laws relating to the reporting and registration of births, marriages, and deaths, after a period of training.

Knowledge of giving correct information to varied types of inquiries and of the statistical methods used in compiling sound, informative reports from the data collected.

Knowledge of the establishment and maintenance of a system of reports and records and general files over a long period of years.

Ability to analyze laws relating to the reporting and registration of births, marriages, and deaths and to apply them to specific cases.

Ability to establish a simple and efficacious system of records of births, marriages, and deaths.

Ability to handle correspondence with numerous and varied types of inquiries, and to devise suitable forms.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship,

CODE: 01520 6/18/2009

**KEYBOARDING CLERK 3**

**DEFINITION:**

Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work requiring the utilization of keyboarding or typing skills and the application of independent judgment; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; ,may take the lead over other clerical employees; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Keyboarding clerks typically spend a majority of their work time (more than 50%) typing or operating keyboard equipment. Speed and accuracy are essential for all keyboarding positions.

**NOTE: Appointments may be made to positions requiring bilingual skills. 04838- Bilingual in Spanish and English.**

**SPECIAL SKILL**

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

**EXAMPLES OF WORK:**

May take the lead over other employees in a unit operating a computer console, typewriter, or other key entry device to key enter or type a variety of documents, maintain memory files of them, and provide corrections and adjustments in the prepared text.

Updates material and files, and maintains records and listing of saved files, including information on subject content and special instructions.

Key enters or types a wide variety of text materials from pencil copy, rough notes, detailed instructions, or other sources to produce technical,

scientific, financial, statistical and other reports or correspondence, memoranda, charts, bills, contracts, case files, and other documents into draft or final form according to prescribed formats.

Key enters or types addresses on envelopes, information on forms, form letters, or other form-like documents.

Selects, sets, and adjusts equipment and software to produce printed text in accord with predetermined standards or directives.

Edits, proofreads and performs spelling or grammar checks to ensure typographical accuracy.

Key enters or types technical, scientific, financial, statistical, and other statements, reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents from copy, records, tapes, other recording equipment, or other sources.

May interpret and apply organizational rules, regulations, policies, and procedures.

Trains other employees in the operation of equipment and/or software used by the agency.

Reviews and checks work of other keyboarding clerks.

Organizes assigned work and develops effective work methods to meet deadlines and work criteria.

Performs and instructs other employees in the performance of work done in the unit.

Composes replies to routine correspondence.

Utilizes printers and printing software to produce final documents; may make use of software packages such as standard word processing, spreadsheet, electronic mail (e-mail), desktop publishing and integrated software packages as required.

May operate a magnetic tape, card or other automatic typewriter.

Receives, screens, reviews and verifies documents.

Reviews and checks assigned reports, applications, and other documents for corrections and completeness; refers problems to a supervisor for resolution.

Opens, time stamps, sorts, numbers, and distributes mail.

Maintains prepared mailing lists.

Receives applications, documents, forms and fees; screens, sorts and assembles this information for further processing.

May wrap packages for shipment by mail or express.

Assembles materials for distribution.

Hand stamps letters, papers, and other documents.

Fills in and checks form letters, circulars, and forms as directed.

Compiles information and/or numerical data.

Provides information in person or over the telephone; refers the more difficult inquiries to appropriate staff.

May assist in requisitioning, storing, and distributing office supplies.

Schedules administrative proceedings as required; may process requests for scheduling changes.

Operates various types of office and mail processing machines such as keyboard equipment, a typewriter, calculator, computer printer, sorter, photo-copier, fax machine, stamping machine, labeling machine, etc.; may perform simple maintenance tasks such as adding toner, paper or changing print ribbons.

When assigned to a school district, performs a variety of clerical, secretarial, and other administrative functions associated with the operation of a school or instructional program.

May compute salaries and/or salary regulations and their application.

May design, organize, develop, record, and schedule necessary in-production programs, and monitors the flow of work through the system.

May be required to operate a radio console base station, receive and transmit communications related to emergency call situations regarding malfunctioning traffic signals, bridges, street lights, and other related facilities; maintains accurate records of all incoming and outgoing communications and performs related duties.

Takes the lead and/or performs the more difficult and complex clerical work requiring the utilization of keyboarding or typing skills and the application of independent judgment.

May participate in the interviewing and training of new employees.

Key enters or types reports and/or assists in the preparation of reports by gathering data, tabulating results, and/or preparing charts.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

#### **REQUIREMENTS:**

##### **EXPERIENCE:**

Two (2) years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials; one (1) year of which must have been performing duties at or equivalent to the Keyboarding Clerk 2 level.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of experience indicated above. Coursework must include keyboarding/typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**NOTE:** Applicants will be required to demonstrate proficiency in keyboarding or typing.

##### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of office routines, equipment, and practices.

Knowledge of performing difficult typing, keyboarding or other types of work necessary in producing a variety of documents.

Knowledge of the operation, technology, and application of word processing equipment, computer consoles, or other equipment and software used in the production of a variety of documents.

Ability to effectively operate and a word processing system or equipment, computer consoles, or other equipment and software used in the production of a variety of documents.

Ability to organize assigned work and develop effective work methods.

Ability to operate an alphanumeric keyboard or typewriter with speed and accuracy to produce documents such as letters, memos, reports, charts, forms and other materials.

Ability to format, prepare and use forms, charts and other documents.

Ability to proofread documents and correct errors.

Ability to understand, remember, and carry out oral and written directions.

Ability to take the lead over lower level clerical staff.

Ability to instruct, advise and train clerical employees on the methods

and procedures used in the work unit.

Ability to comprehend established office routines and department regulations.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make arithmetic calculations and tabulations.

Ability to perform tasks accurately within prescribed time frames.

Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.

Ability to operate and perform routine maintenance on office machines and other equipment.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units after a period of training.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known conditions. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODE: 02781 2/11/2012

DUAL TITLE CODE: 05367

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