

# Department of Health

James M. Fedorko  
Director, Health Services/Health Officer



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**SUBJECT: Available Position – Deputy Registrar of Vital Statistics/Deputy License Clerk**

Municipal health department seeks part-time Alternate Deputy Registrar of Vital Statistics/Deputy License Clerk. Must have administrative skills. Extensive on-the-job training provided. Must have excellent interpersonal skills, be articulate, and handle a high volume of phone calls and vital statistics documents. High School graduate minimum, bilingual (Spanish) and some college a plus. Minimum 60 words per minute typing, basic Office products skills (Outlook/Word/Excel), reception/phone and language/proofreading skills. \$20 per hour and no benefits. Will train in vital statistics/licensing. Send recent résumé to Denise Dominguez, Office Manager at [ddominguez@englewoodnjhealth.org](mailto:ddominguez@englewoodnjhealth.org), fax 201-568-5738, or mail to 73 S. Van Brunt St, Englewood, NJ 07631.

Enc.

cc: S. Alves-Viveiros, City Manager  
D. Trumpet, Director of Human Resources

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## **Description of Position – Alternate Deputy Registrar of Vital Statistics**

### Governance

The NJ State Office of Vital Statistics and Registry (OVSR) oversees the municipal registrar offices and both groups are governed by the following statutes and regulations:

New Jersey Codes – Title 26 – Health and Vital Statistics

New Jersey Codes – Title 37 – Marriages and Married Persons

New Jersey Administrative Code – Title 8 – Health (Chapter 2, 2A and 2B)

### Local Registrar Duties

- Responsible for supervision of the registrar's office
- Appoints subordinate staff
- Required to possess and maintain CMR (Certified Municipal Registrar) certification

### Responsibilities

Registrars, under the supervision and direction of the State Registrar, shall be responsible for upholding the statutes and regulations in the following areas:

- Review, register, copy, and/or maintain all vital record events
- Process domestic status events
- Issue burial/disinterment/transit permits
- Forward all necessary original documents and reports to the State Registrar
- Review and process requests for certified copies and/or certifications
- Process record modifications
- Review and accept/reject cases in the NJ-EDRS and/or VIP
- Complete documentation required for the disposal of dead bodies
- Cooperate with the Office of Vital Statistics and Registry (OVSR) as needed

### Training

1. Provide CMR number, print and sign name on all sign-in sheets and rosters of training events attended
2. Obtain 18 recertification credits from date of CMR until expiration (recertification cycle is 3 years)
3. All CMR recertification courses must be pre-approved by OVSR. A complete course listing is viewable on OVSR website [www.state.nj.us/health/vital](http://www.state.nj.us/health/vital)

## **Internal Organizational Responsibility**

### Qualifications

#### **Computer skills:**

Must be proficient with Microsoft Word, Excel, Power Point, and planning applications and information systems.

## Deputy Registrar of Vital Statistics/Deputy License Clerk

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### Preferred:

Prior experience with community based organization, local or county health department is an asset. Knowledge and familiarity with diverse populations (racial, ethnic mix), is essential. Bilingual (English/Spanish) proficiency is highly desirable.

### Organizational Responsibility

The Alternate Deputy Registrar is directly responsible to the Registrar of Vital Statistics (or designate) on day to day activities.

### Functional Duties and Responsibilities

#### General:

1. As necessary, responsible for the filing of vital records ( including death, marriage, civil union and domestic partnership certificates) **as defined in Title 26 of the N. J. State Statutes Annotated**, and issuing certified copies of all vital records, burial, transit and disinterment permits, forwarding records to Trenton and surrounding (resident) communities as required by State procedures manual.
2. Prepares a monthly "death summary," with copies forwarded to the Bergen County Board of Elections, and the Tax Collector's office.
3. As necessary, process marriage/civil union license applications and domestic partnership affidavits.
4. As necessary, process amendments [corrections] to vital records.
5. Matches all VitalChek orders with identification received.
  - a. Highlights FedEx orders and multiple copy orders so that they are clearly identified by the person filling the order.
  - b. After certificates are prepared and ready for mailing, assists with mailing preparation, including writing of receipts for money orders.
  - c. Contacts VitalChek to check on any order problems reported by customers.
6. Assists with filing of completed orders and purging of old orders, including shredding of documents used for identification.
7. Assists with look-up of certificate numbers for all orders in preparation for order processing, and with any other steps of order processing deemed appropriate.
8. Enters indexing information for vital records (birth, marriage and death) in appropriate spreadsheet, and backs up files after each data entry session.
9. Checks daily mail orders for any that must be returned for any reason, and prepares form letter for any order being returned, and enters it in the Returned Order Log.

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10. Ensures that all customer identification documents and like information is shredded on a daily basis.
11. Assists with mailing of copies to Trenton as needed, and with recording of information as it is forwarded to us from other towns.

### **Description of Position - Deputy License Clerk**

#### **General**

1. Is directly responsible and will be supervised by the Health Officer (or designee) on day to day activities.
2. Issue licenses (pet, food establishment, miscellaneous) in accordance with local and state regulations, as assigned by the License Clerk.
3. Provide information services regarding licensure at the front desk, via telephone or email.
4. Respond to phone inquiries involving vital statistics and licensing requirements, and directs other calls to respective staff.
5. Act as a receptionist, including answering phones and assisting visitors or clients entering the building.
6. Assist the License Clerk with a monthly statistical report for the Board of Health, indicating all the month's activities.
7. Receive and record complaints - nuisance or animal related - in the computer system.
8. Log all mail orders received daily - as necessary.

#### **Animal Control & Pet Licensing**

1. Issue dog and cat licenses through computerized system, as well as duplicate tags.
2. Coordinate mailing/emailing of annual dog/cat license reminders, rabies clinic information, and any other pertinent information for dog and cat owners.
3. Assist Environmental Assistant or Public Health Investigator with follow-up on unlicensed dogs and cats (updates computer information, assists with the writing of summonses, and preparing material for court appearances).
4. Compile a list for the Bi-Annual Census, and submits the report to the Environmental Assistant or Public Health Investigator, and/or Health Officer. Works with dog/cat census team to ensure that follow-up on delinquent licensing of animals is on schedule. Also alerts Environmental Assistant or Public Health Investigator, and/or Health Officer re. final reports to State on bi-annual census.
5. Assist Environmental Assistant or Public Health Investigator with entry of complaints and bite reports.
6. Assist in the annual Rabies Immunization clinics with pre-registration, licensing or immunization certificates.

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7. Prepare reports via computer at the request of the Health Officer or supervisor.
8. Prepare form letter for any license application/renewal being returned for any reason, and maintains a copy in the file for reference.

### Retail Food & Miscellaneous Licensing

1. Conduct all duties associated with annual licensing of retail food establishments, vending machines, swimming pools, and portable toilets, similar to dog and cat licensing.
2. Assist with annual reminders, license renewal entry into computer, complaint entry into computer, etc.
3. Prepare reports via computer at the request of the Health Officer or supervisor.
4. Log all mail orders received daily – as necessary.