**Position:** Vital Statistics Registrar/Business Services Officer

**Department:** Health

Job Duties:

**Vital Statistics Registrar**

* Verifies the accuracy of original birth certificates, death certificates, reports of fetal death, affidavits, and supplementary medical certifications.
* Registers all city births, deaths, affidavits, and supplementary medical certifications.
* Issues certified copies of birth certificates, death certificates, reports of fetal death, affidavits, and supplementary medical certifications.
* Issues burial and cremation permits.
* Processes changes received from the Ohio Department of Health.
* Processes special requests from the Veterans’ Administration, military recruiters, government agencies, and genealogist for birth and death certificates.
* Assists customers in completing birth affidavits and submitting to the state for approval.
* Assists customers with paternity acknowledgements.
* Records all city births and deaths into Birth and Death Registry books.
* Submits a monthly report of city deaths to the County Board of Elections.
* Completes monthly Burial Permit Fee Report and processes for payment.
* Completes monthly Vital Statistics Fees Report to be processes together quarterly.
* Composes monthly and yearly statistical reports regarding city deaths and births.
* Trains other employees to perform all or part of the registrar position.
* Notary Public.

**Business Services Officer**

*Financial Management*

* Monitors and tracks all accounts of health department budget and all purchase orders. Requests fund transfers between accounts as necessary. Creates requisitions for purchase orders as necessary.
* Analyzes accounts, expenditures, & financial reports for purposes of determining preliminary budget projections.
* Compiles and prepares a variety of financial reports (e.g., monthly, quarterly, and yearly reports on budget, accounts receivable, accounts payable).
* Responsible for daily financial deposits ensuring use of appropriate accounts.
* Posts variety of accounting transactions to ledgers and corresponding electronic reports manually, electronically or mechanically (e.g., posting or accounting machine or data entry into computer) & makes necessary mathematical computations for posting & maintenance of records.
* Reconciles daily and monthly ledger data.
* Reviews, codes, & processes invoices, receipts, vouchers or other accounting documents (e.g., checks for mathematical accuracy, appropriate signatures, correct identification numbers & pertinent dates; checks and/or assigns appropriate program/activity codes; sorts accounting documents alphabetically, by date, or by document title).
* Collects and records accounts receivable. Issues change and maintains cash drawer.
* Responsible for the timely submission of professional medical claims to Medicare, Medicaid, BCMH, private insurance companies, individuals, and businesses for reimbursement for services utilizing correct medical codes. Clarifies & handles billing discrepancies.

*Human Resources*

* Prepares and records bi-weekly payroll utilizing E-Gov, electronic reports, and paper reports.
* Tracks and calculates employee leave accruals, usages, and balances.
* Maintains records of employee training schedules & scheduled days off.

*Facility Management*

* Monitors and orders supplies.
* Places service calls for equipment or building maintenance/repair.

*Knowledge Management*

* Serves as the main contact for departmental information, statistics, and databases.
* Responsible for gathering and maintaining information requested by Board of Health, Health Commissioner, or other staff (e.g., detailed service quote comparisons, requirements for projects, and other general information).

*Contract Management*

* Completes contracts to renew or initiate agreement to serve as a provider to insurance companies.
* Maintains contracts for further reference.

**Receptionist/Clerk**

* Serves as customer service representative and surveyor to the general public, health organization, vendors, and government offices.
* Serves as a cashier for immunization clinics.
* Records immunizations into ImpactSIIS system.
* Files immunization records according to immunization history and name.
* Tracks attendance, income, billings, and immunization types for immunization clinics.
* Performs basic clerical tasks (e.g., receives, distributes, stores, and sends mail and faxes; files correspondence, reports, records, documents or other materials, answers phones and answers routine questions or routes calls as necessary; greet and assists customers who come into the health department)
* Composes, types, & proofreads correspondence and documents from a rough copy. Performs computer entry of data, including word processing and basic desktop publishing.
* Records temperature of refrigerator that stores vaccines.

**Preparedness**

* Maintains personal OPHCS account and responds to OPHCS alerts.