

## **Champaign County Job Description**

**Job Title:** Senior Vital Records Specialist

**Department:** County Clerk

**Reports To:** County Clerk/Chief Deputy

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** May 2015

**SUMMARY** Performs specialized duties involved in processing and maintaining vital records and County documents.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Has knowledge and assists with interpretation of the Illinois Vital Records Act (410 ILCS 535/) and other rules and regulations and be aware of changing laws and procedures.

Evaluates vital records procedures and recommends changes based on efficiency, technology and changing state and federal requirements.

Responsible for the file maintenance and retention of all vital records and related documents. Responsible for the maintenance, retention and storage of required historical documents.

Has knowledge and understanding of Champaign County Clerk's Vital Records Programs and their interaction with the Illinois Vital Records System (IVRS). Collaborates with the County Clerk and relevant IT staff in maintaining and upgrading Vital Records Programs to ensure compliance with Vital Records Act and mandates from the Illinois Department of Public Health.

Responsible for development, maintenance and compliance of Vital Records transactional procedures and policies. Assists with establishing procedures for record maintenance, searching and sales to entitled individuals. Evaluates existing procedures and recommends technology and efficiency-based improvements. Assists with development, testing and deployment of software designed to manage Vital Records searching and sales. Assists with project management, development and deployment of online system for searching and sale of genealogical copies of Vital Records.

Assists Director of Training in development of documentation for Vital Records Department procedures and policies. Assists Director of Training in training other Vital Records staff.

Assists the County Clerk in the design of all forms and records used for Vital Records, which includes marriage applications, civil union applications, birth/marriage/death certified record order forms, brochures and informational materials, Oaths, and any online or e-commerce versions of the above.

Manages scanning activities related to Vital Records database and Vital Records Programs, using understanding of scanning activities interaction with Vital Records Program, including troubleshooting and data maintenance.

Responsible for processing vital records information in the Illinois Vital Records System (IVRS), including evaluation and research of possible errors or discrepancies. Responsible for making any approved corrections to any vital record document and computer entry. Has knowledge and understanding of IVRS to verify vital record information, including interaction with other jurisdictions when necessary.

Responsible for keeping the vital records storage areas secure daily. Must have knowledge and understanding of record storage and retention procedures, and relevant rules and regulations.

Coordinates projects throughout the Vital Records Department and assists with assigning staff to projects.

Responsible for resolving outstanding marriage licenses.

Cross references death certificates with birth certificates of those born in Champaign County.

Prepares, records and files oaths for the required County positions.

Provides backup to the Account Clerk and may provide backup to the Tax Extension Specialist.

Performs any of the duties and responsibilities of the Deputy County Clerk position; also provides guidance and assistance to the Deputy County Clerks and coordinates and assists with training of new staff.

Performs all duties in Vital Records Department as necessary.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES** Assists with direction of activity within the Vital Records Department.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Associates Degree and two years of responsible office/clerical experience, or equivalent combination of education and experience. Requires good knowledge of the English language, spelling and mathematics; of modern office practices and procedures, of office equipment; of Microsoft Access, Excel, Word, Exchange, and desk-top publishing. Requires knowledge of the Vital Records Program and IVRS. Requires knowledge of the County community and its organizational structure; knowledge of the Vital Records Act, Tax Laws and Vital Statistics rules and procedures.

**LANGUAGE SKILLS** Ability to read and interpret documents such as tax laws and ordinances, computer program instructions and election law procedures. Ability to write routine reports and correspondence. Ability to speak effectively before the general public or employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Registered voter and willing to take oath as Deputy County Clerk.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop; kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, which are usually normal office working conditions. The noise level in the work environment is usually quiet to moderate.

**Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.**