

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



## JOB OPPORTUNITY

|                                      |                                          |
|--------------------------------------|------------------------------------------|
| <b>Job Title</b>                     | <b>Vital Statistics Deputy Registrar</b> |
| <b>Team</b>                          | Administration                           |
| <b>Supervisor</b>                    | Admin & HR Supervisor                    |
| <b>Director</b>                      | Health Commissioner                      |
| <b>Programs</b>                      | Vital Statistics                         |
| <b>Funding Sources</b>               | Levy funded                              |
| <b>Civil Service and FLSA Status</b> | Classified, non-exempt                   |
| <b>Appointment Status</b>            | Part-time                                |
| <b>Grade/Classification</b>          | 15                                       |
| <b>Insurance Benefits</b>            | Not Eligible                             |
| <b>Leave Benefits</b>                | Eligible for vacation, holiday, sick     |
| <b>Pay Range</b>                     | \$15.13 to \$21.49                       |
| <b>Regular Hours</b>                 | 20 to 25 hours per week                  |
| <b>Date Posted</b>                   | 10/23/2025                               |
| <b>Candidate Review</b>              | Rolling basis beginning 10/31/2025       |

### JOB SUMMARY

The Deputy Registrar of Vital Statistics assists the Registrar in the accurate registration, maintenance, and issuance of birth, death, and fetal death records in accordance with Ohio Revised Code (ORC) Chapter 3705, Ohio Department of Health (ODH) regulations, and federal laws. This position plays a critical support role in processing and safeguarding vital records using the Ohio Vital Records System (OVRs) and Integrated Perinatal Health System (IPHS). The Deputy Registrar provides exceptional customer service, ensures compliance with legal requirements, and assumes the duties of the Registrar in their absence.

### EDUCATION & QUALIFICATIONS

- High School Diploma or GED required; post-secondary coursework in public administration, health information or related fields preferred
- Minimum of 1-2 years of administrative experience, clerical or customer service experience; experience with vital statistics or government records is a plus
- Must meet eligibility requirements to be appointed as Deputy Registrar under ORC 3705 and complete mandatory Ohio Department of Health training
- Ability to become proficient in using OVRs and IPHS systems
- Familiarity with HIPAA regulations and data privacy standards
- Valid driver's license with proof of continued auto insurance

### ESSENTIAL FUNCTIONS

- Assist with the registration and processing of all birth, death, and fetal death records in accordance with state and local regulations
- Accurately enter data into OVRs and IPHS, ensuring records are complete, compliant, and submitted on time
- Issue certified copies of birth and death records to legally eligible individuals

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- Review documents submitted by funeral homes, hospitals, and other partners for accuracy and legal sufficiency
- Respond to public inquiries and requests in person, by phone, and in writing, providing courteous and professional customer service
- Maintain the confidentiality, security, and integrity of all vital records and personally identifiable information
- Collect and process payments for vital records; reconcile daily transactions and prepare related reports
- Support the Registrar in compiling statistical reports for ODH and internal use
- Serve as Acting Registrar during the Registrar's absence, with authority to carry out all related functions
- Assist with records retention, archiving, and destruction in compliance with ODH and local policies

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Basic understanding of Ohio vital statistics laws and regulations, particularly ORC Chapter 3705, Familiarity with or ability to learn the OVRs and IPHS systems, Strong data entry, recordkeeping, and administrative skills, Excellent customer service and interpersonal skills, High attention to detail and accuracy when handling legal documentation, Ability to understand and apply rules, procedures and legal standards consistently, Ability to maintain strict confidentiality and comply with HIPAA and privacy policies, Organizational skills with the ability to prioritize and manage multiple tasks and the ability to work independently and as part of a team environment.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.
- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

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## **ORGANIZATION OVERVIEW**

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

[shackathorne@ccchd.com](mailto:shackathorne@ccchd.com)

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.