POSITION AVAILABLE

Position: Vital Records Specialist I
Department: Vital Statistics
Office: Administration

Posting Date: February 19, 2020
Hours: Full-time, M - F 8 am – 4:30 pm
Starting Salary: B27 $15.64/hour; $32,531.20/Annual

Minimum Qualifications:
- A High School diploma or equivalent.
- Two to Three years of experience in customer service driven work environment
- Proficiency in utilizing a PC with MS Office or comparable computer applications/software experience

Responsibilities include but not limited to:
- Performs registration functions utilizing Ohio Department of Health’s IPHIS/EDRS software
- Reviews records for accuracy/completion and makes corrections as necessary
- Assists customers with completion of forms and answers questions regarding registration procedures for birth and/or death records
- Processes and issues requests for vital statistics records in accordance with established procedures via counter service or web orders
- Process, validate and preserve documents/records for the department in compliance with State of Ohio, Auditing and regulatory or other requirements.
- Modify and maintain documents/records as assigned.
- Orders vital statistic records from other agencies and sends child death records to appropriate agencies
- Reviews death certificates and notifies Coroner’s Office of any violent/suspicious causes of death
- Assists with Missing Child Protocol
- Maintains confidentiality of information/records received
- Cross train as needed
- Performs other duties as assigned
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PHDMC provides a quality, affordable benefits package to full time employees, including the following:
- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply:
- Complete the application found on our website: www.phdmc.org/about/employment-postings
- Fax, email, or deliver the completed application to Human Resources at:
  Public Health – Dayton & Montgomery County
  117 South Main Street, 2nd Floor
  Dayton, Ohio 45422

  Fax (937) 496-3070
  humanresources@phdmc.org

Closing Date to Apply: March 8, 2020 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, L BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ™).