



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Vital Records Registrar (10029)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 06/02/2025**

**APPLICATION DEADLINE: 06/16/2025**

### **EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION: Richardson Health Center**

**DIVISION/DEPARTMENT: Administration**

**SALARY INFORMATION: \$57,016.39 Annually / Pay Grade L / Job Code GSM010**

**DUTIES:** Under broad supervision, manages a diverse range of support, operational, and programmatic activities for the Office of Vital Records. Recommends and implements policies and procedures. Directs subordinate leads and customer service personnel. Resolves complicated issues involving customer service and/or research governing policies, procedures, or laws to respond to clients or visitors. Responsible for final determination of eligibility for receiving certified records, making changes to records, resolving discrepancies in information, coordinating with various government agencies such as courts, law enforcement, hospitals, funeral homes, physicians, the public and others, ensuring compliance with laws, rules, regulations, policies, and procedures.

### **1. Oversee the daily operations of the DKPH Office of Vital Records**

- Provide excellent customer service
- Resolve complicated issues with customers and staff
- Responsible for management and oversight of daily cash management activities for accurate and timely reporting to the Finance Department
- Interview, hires, directs, trains, and evaluates the performance of, and when necessary, disciplines and recommends discharge of employees.
- Manages human resources and direct administrative activities in the Office of Vital Records
- Conducts or participated in the development, review, revision, interpretation, and/or implementation of policies, procedures, standards, and guidelines
- Coordinates compliance with rules, regulations and policies
- Ensures efficiency, effectiveness, and accuracy of all functions through the use of computer systems, management controls, and sound organizational structure
- Participates in the planning, coordination, development, and implementation of long-range goals and objectives
- Plans, administers and manages the Office of Vital Records budget
- Provides excellent customer service and leadership to Vital Records internal and external customers
- Notarizes documents for stakeholders, as needed.

## 2. Process Vital Records requests – Birth and Death Records

- Manages original records of the event to determine acceptability for permanent filing.
- Ensures the safekeeping of permanent vital record documents and materials according to established practices.
- Reviews vital records and documents for accuracy, completeness, and content.
- Responds to inquiries from data partners including city/town clerks, hospital personnel, funeral directors, etc. regarding the completion of vital records and verifies problem records with the same personnel.
- Reviews completed vital record volumes and completed evidence volumes to ensure accuracy, completeness, and consistency with established standards, including that all volumes are marked and stored according to established protocol.
- Verify accuracy and completeness of all death certificates for quality assurance

## 3. Provide excellent customer service to citizens of DeKalb County and the State of Georgia

- Assist families with any concerns or questions and assist physician and certifiers with entering most accurate cause of death for decedent.
- Verify accuracy and completeness of all State of Georgia home births and accuracy of all information when person is requesting a certified copy of birth record.

**Essential Abilities** Ability to read, write & communicate in English; follow written and verbal instruction and understand basic mathematics and figure checking.

- Ability to demonstrate predictable, reliable, and timely attendance.
- Ability to interpret and apply procedures, rules, technical information, instructions, manuals to complete tasks accurately and on schedule.
- Ability to learn from directions, observations, and mistakes; and apply procedures using good judgment.
- Ability to use discretion and maintain sensitive and confidential information.
- Ability to work independently or part of a team; ability to interact appropriately with others such as employees, the public, vendors, and County officials.
- Ability to work under supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.
- Adaptability to change in the work environment, managing competing demands and ability to deal with frequent changes, delays, or unexpected events.
- Knowledge of principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Proficient skills using Microsoft Office programs including, but not limited to: Word, Excel, Access, and Outlook required. Proficiency may be tested.
- In the event of an emergency requiring activation of Public Health, all DeKalb County Board of Health staff will be expected to perform duties and responsibilities as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in operations management, business administration, or a related field which includes two (2) years in a managerial or supervisory role;

**OR**

six (6) years of related professional experience which includes two (2) years in a managerial or supervisory role.

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

### **PREFERRED QUALIFICATIONS:**

Previous Vital Records knowledge and or experience and management and/or supervisory experience.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) *If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).*

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**