



RE-POST

TWO POSITION AVAILABLE

Position: Vital Records Technician I/II
Department: Vital Statistics
Office: Administration

Posting Date: July 29, 2022
Hours: Full-time, M - F 8 am – 4:30 pm
Starting Salary: **A13/I** \$18.28 - \$25.58/ Per Hour
\$38,022.40 - \$53,206.40/Annual
B21/II \$19.59 - \$27.42/ Per Hour
\$40,747.20 - \$57,033.60/Annual
** salary commensurate with experience*

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
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations/ hours.

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

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 and resume 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: August 28, 2022 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.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR TUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”).