



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	HEALTH DEPARTMENT
Position Title:	ASSISTANT VITAL STATISTICS REGISTRAR
Position Summary:	<p>Assists the Registrar in processing all documents relating to the filing of birth and death certificates, including, but not limited to, paternity affidavits, amendments, home births, etc., clerical support for other divisions in the department. Assists with preparing and maintaining vendor claims and payroll claims, issues purchase orders and forwards to Auditor, as directed; maintains documentation of department budget transactions as directed by Administrator. Assists in maintenance of the department website, creating visual enhancements and updating site as needed.</p> <p>A typical day will require excellent customer service, the ability to transition between tasks while maintaining accuracy, and will require the preparation of reports, purchase orders and claims. Confidentiality is a must.</p>
Qualifications:	<p>High school diploma or GED, prefer Associates Degree. Working knowledge of basic English grammar, basic bookkeeping; ability to make practical application of state and local rules and regulations and procedures regarding vital records; ability to maintain confidentiality of records and information according to state and federal regulations. Ability to communicate orally and in writing with the general public and other government agencies with diplomacy and respect. Basic knowledge of computer and office machines. Must complete basic National Incident Command Management System (NIMS) trainings. Bilingual and accounting skills are desired.</p>
Salary:	<p>Starting salary \$21.08 per hour, plus benefits</p> <p>Monday-Friday; 35 hours per week</p>
Deadline for Application:	December 22, 2023; Interviews will be conducted on a rolling basis
Submit Resume and References to:	<p>Monroe County Health Department 119 West Seventh Street Bloomington, IN 47404 or email to lkelly@co.monroe.in.us with "Vital Records" in subject line</p>

**Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays. Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**