



# Chelan-Douglas Health District

200 Valley Mall Parkway, East Wenatchee, WA 98802

Chief Deputy Registrar / Program Assistant			
Department:	Operations	Reports to:	Director of Operations
Direct Reports:	N/A		
Assignment Category:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
Classification:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt		
Compensation:	\$4,769.18/Mo. - \$6,391.16/Mo. Per Line E of the Wage Scale		
Option to become a member of the local collective bargaining unit?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## POSITION SUMMARY:

The Chief Deputy Registrar position requires Washington State Certification as Deputy Registrar, which enables the District to process and record Chelan and Douglas County deaths and produce certified Washington state birth and death certificates for the public. The position requires knowledge of Washington state law requirements for vital statistics, the ability to maintain a calm, professional demeanor, and the ability to maintain strict confidentiality with sensitive information. Provides highly responsible support staff and coordination functions for the Operations program. This position requires the aptitude to achieve mastery of program procedures, to independently problem solve, and to provide training and backup for other Assistants/Clerks.

## ESSENTIAL FUNCTIONS:

The Chief Deputy Registrar will typically perform vital records duties as follows:

- Process birth and death certificate applications and issue birth certificates.
- Maintain electronic death registry system
- As the District's lead Deputy Registrar, work with Washington State Department of Health to complete necessary reporting, resolve birth and death certificate issues, and maintain working knowledge of Department of Health computer systems and updates to RCW 70.58.
- Work with the public, Chelan & Douglas County Coroners, local physicians, and funeral home directors in a calm, professional manner.
- Oversee the Deputy Registrars staff list and coordinate with direct Supervisor or Medical Officer to manage approvals, including granting or revoking them.
- Educate and guide those requesting paternity documents and forms through the procedures for processing their request.
- Attend training and help train back-up registrars

The Program Assistant plays a key role in supporting operations and ensuring efficiency in various administrative and client-facing tasks. Responsibilities typically include:

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- Organizing meetings with staff, health professionals, and partner agencies by scheduling participants, sending reminders, arranging space and catering, setting up audiovisual equipment, and managing logistics.
- Assisting with the development of newsletters and other program-related printed materials.
- Managing confidential information, including patient records, with discretion.
- Entering patient data into electronic databases.
- Creating and maintaining spreadsheets and databases to track program activities.
- Monitoring deadlines, deliverables, and work plan tasks to ensure compliance with funding contracts.
- Preparing and submitting program activity reports to funding agencies and authorities under professional guidance.
- Helping patients, clients, and partner agencies complete forms and applications, reviewing referrals, and determining when professional staff should step in.
- Ordering supplies needed for the program.
- Preparing and organizing patient charts.
- Answering inquiries about procedures and policies, providing switchboard coverage, and directing callers to appropriate departments or personnel.
- Offering information about available services, programs, and referrals.
- Managing multiple tasks and responsibilities effectively.
- Supporting Front Desk clerks by answering phone calls and assisting customers at the Front Counter.

## **SPECIFIC KNOWLEDGE AND ABILITIES:**

- Requires knowledge of duties required by statute RCW 70.58.
- Requires knowledge of DOH Vital Statistics Computer systems.
- Ability to project a positive, professional image to employees and the public.
- Ability to converse with staff and customers on a variety of levels while maintaining focus and confidentiality
- Ability to work with minimal supervision.
- Accuracy with data input and reporting.
- A basic knowledge and a willingness to learn a variety of computer programs.
- Knowledge of common office practices including filing systems, data recording methods, and commonly used office equipment.
- Knowledge of techniques of business correspondence and report writing, English, grammar, and spelling; departmental programs, clerical procedures, and terminology associated with the field of assignment.

## **MINIMUM QUALIFICATIONS:**

Requires one year's experience as a State of Washington Deputy Registrar

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Requires a high school diploma or equivalent, supplemented by approximately five years' experience OR any combination of education and experience, which demonstrates competency.

Requires valid Washington State driver's license and a driving record acceptable to the Health District's insurance carrier.

## **DESIRED QUALIFICATIONS:**

Bilingual English/Spanish

Previous work experience demonstrating the capacity to work independently, manage multiple tasks, and relate effectively to a wide variety of professionals and community members.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Visually or otherwise identify, observe and assess distance, color and depth; required to regularly communicate with others and exchange accurate information.
- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods and move around their assigned workspace.
- Frequently move up to 25 pounds and occasionally move up to 50 pounds.
- PPE for this position includes facial mask

*This Job Description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give you a general sense of the responsibilities and expectations of what this position requires. As the nature of business demands change, so may the essential functions of this position.*

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**Supervisor's Signature**

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**Date**

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**Employee Name (Print)**

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**Date**

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**Employee Signature**

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**Date**