



## **JOB POSTING**

**DATE POSTED:** September 5, 2025

**POSITION:** Vital Statistics Registrar

**AGENCY:** Licking County Health Department

### **QUALIFICATIONS AND REQUIRED KNOWLEDGE:**

Under general direction from the Director of Fiscal Services responsible for the accurate registration, maintenance, and issuance of birth and death records in Licking County. This position ensures compliance with Ohio Revised Code Chapter 3705 and Ohio Department of Health procedures, while providing high-quality service to the public, funeral homes, and healthcare providers. This position also requires normal office activities such as answering calls and inquiries from the public, filing, taking payments and reconciliation of funds, etc.

High school diploma or GED required.

**HOURS:** Full Time: 40 hours per week. Some evening and weekend hours are required.

**SALARY:** \$18.64 - \$20.00/hour

**DUTIES** (This posting does not constitute all duties of the position):

- Register and process birth and death certificates, including home births and fetal deaths, in accordance with the Ohio Revised Code and Ohio Administrative Code.
- Issue certified copies of vital records and burial permits.
- Maintain records using required software systems.
- Review and process affidavits for corrections and amendments to records.
- Respond to inquiries from the public, funeral directors, and medical professionals.
- Ensure secure handling and confidentiality of all vital records.
- Reconcile daily revenue, prepare deposits, and maintain financial records related to vital statistics and other aspects of departmental operations.
- Answer telephone, assist customers with inquiries, direct and transfer calls to staff members, and take messages.

**APPLICATION PROCEDURES:** Please submit a cover letter and resume by September 19, 2025, to:

Taunja Dudgeon  
Director of Fiscal Services  
[health@lickingcohealth.org](mailto:health@lickingcohealth.org)

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