

General Clerk I

Introduction

Our client has a need to hire 4 temporary General Clerk I personnel to assist our vital records division. The Division is responsible for the following:

- Directing the registration and certification of vital events and the issuance of vital records;
- Administering the Vital Records system, and serve a custodian of the records;
- Developing and distributing forms or other means of transmitting data to carry out reporting and registration purposes;
- Providing selected access to vital records and other health statistics for research purposes;
- Maintaining a master file of births, deaths, marriages and divorces that occur to District residents;
- Maintaining an online automated birth reporting system with District hospitals with ob/gyn services;
- Maintaining a cooperative agreement to exchange birth and death data;
- Providing assistance in managing data contracts for birth and death records; and
- Conducting audits on birth and death records.

Position Description

The General Clerk will perform the following duties, but not limited to:

- Assisting customers
- Backing up fulfillment of customer service activities
- Backing up fulfillment of customer service activities via telephone
- Other duties as assigned

Duration of Task

The period of performance of this agreement shall commence after contract award through September 30, 2021