

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CANCER REGISTRAR III

POSITION CODE 05953  
Effective: 1-1-12

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a designated lead worker over a program unit within the Illinois State Cancer Registry (ISCR), with responsibility for the work guidance, monitoring and development of lower level cancer registrars, documenting performance measures and counseling workers within the assigned program; included are programs such as the Quality Control/Audit Activities Unit, Data Management/Biomedical Coding Unit, and the Database Support Unit.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans and reviews the efficient operation of all activities of the Quality Control/Audit Activities program; serves as designated lead worker for registry audit staff and for field staff for the ISCR.
2. Provides work guidance and direction to cancer registrars involved with data management and biomedical coding for the cancer registry; develops techniques for data gathering and management from all reporting sources.
3. Maintains the ISCR database, and provides work guidance and direction to designated tumor registrar staff in deploying reporting software, and addressing software and hardware issues; identifies problems with the central registry database and identifies needs with regard to hardware and software. Participates in ongoing development of report programs and data transfer concerns.
4. Coordinates and participates in staff training to maintain standards of quality control, and to advise of changes in reporting requirements.
5. Completes continuing education requirements to maintain CTR certification.
6. Coordinates and controls data use by researchers, other registries and reporting facilities; prepares agreements for use or release of confidential data and obtains Department and Institutional Review Board approvals for research applications for access to confidential data.

## CANCER REGISTRAR III (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires two years college supplemented by three years experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data.

Requires current certification in good standing as a Certified Tumor Registrar (CTR).

#### Knowledges, Skills and Abilities

Requires extensive knowledge of cancer registration principles, standards and methods.

Requires working knowledge of the use of computers and desktop software including Microsoft Windows, Microsoft Office Suite.

Requires ability to provide leadership and direction to staff within an assigned program area.

Requires ability to establish and maintain satisfactory public contacts and working relationships with cancer reporters, cancer registrar organizations, and staff in national standards setting organizations.

Requires ability to exercise sound judgment in analyzing, appraising, evaluating and solving problems related to cancer registry programs.

Requires ability to exercise initiative and resourcefulness in the development and completion of complex work projects.

Requires the ability to understand and follow oral and written instructions.

Requires the ability to complete continuing education requirements.

May require a valid appropriate driver's license.