

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CANCER REGISTRAR I

POSITION CODE 05951  
Effective: 5-1-19

DISTINGUISHING FEATURES OF WORK:

Under the general supervision of a Certified Tumor Registrar (CTR), serves as an associate in the Illinois State Cancer Registry (ISCR); abstracts and re-abstracts health information for inclusion in the Illinois State Cancer Registry; screens cancer related information to assure that the information is coded correctly, without duplications or omissions; serves in a supportive capacity to senior staff.

Positions at this level require the education and experience needed to meet the current eligibility requirements to take the certification examination of the National Cancer Registrars Association for the Certified Tumor Registrar.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under mentoring guidance, learns to perform operational activities of the ISCR, to increase knowledge, skill and expertise in preparation for the CTR certification examination; facilitates and performs clerical processing steps of electronic abstracts submitted to ISCR, including electronic file downloads through generating verification responses to reporting facilities.
2. Receives practical progressive training to interpret and communicate Illinois Health and Hazardous Substance Registry rules, and regulations, to participating organizations; performs office support duties related to maintaining electronic records and coordination of staff training sessions, materials and processes.
3. Assists CTR-certified cancer registrars in the development and implementation of program standards and methods.
4. Assists CTR-certified cancer registrars in the evaluation of processed data submissions.
5. As learning enrichment and study enhancement opportunities, attends and participates in staff meetings, conferences, workshops, and seminars.

## CANCER REGISTRAR I (Continued)

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

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires evidence of eligibility to sit for the Certified Tumor Registrar (CTR) examination, the criteria for which is set by the National Cancer Registrars Association (NCRA) Council on Certification. This evidence can be obtained through the NCRA and must be provided at the time of application.

#### Knowledges, Skills and Abilities

Requires working knowledge of cancer registration standards and methods.  
Requires working knowledge of the use of computers and relevant desktop software.

Requires elementary knowledge of human anatomy and physiology.

Requires elementary knowledge of medical coding techniques.

Requires electronic keyboarding skill sufficient to accurately and efficiently enter necessary data.

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

Requires ability to exercise sound judgment in applying principles and methodology of cancer registration.

Requires ability to understand and follow oral and written instructions.

Requires ability to profit from training received in cancer registration.

May require a valid appropriate driver's license and the ability to travel.