

# Newcastle City Council

## Job Description



- Post Title:** Casual Registration Services Assistant
- Evaluation:** 381 Points **Grade: N4**
- Responsible to:** Registration and Support Services Manager
- Responsible for:** N/A
- Job Purpose:** To carry out statutory duties relating to wedding and civil partnership ceremonies and to ensure that where relevant that the law is upheld when carrying out these duties.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
- 1 To undertake out celebrant duties in the Register Office and at approved premises for civil partnership, marriage, citizenship and non-statutory ceremonies.
  - 2 To carry out registration duties in relation to marriages and civil partnerships in the Register Office and at approved premises as required by the Authority.
  - 3 To provide advice and information across all channels of customer contact, both internal and external.
  - 4 To account for income and security stock as allocated.
  - 5 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.