Newcastle City Council

Job Description

Post Title: Registration Services Officer (AA3638)

Evaluation: 466 Points **Grade: N5**

Responsible to: Registration and Support Services Manager

Responsible for: N/A

Job Purpose: To carry out all statutory and non-statutory duties within the registration service and ensure 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 will be required.

1. To undertake the registration of births, stillbirths and deaths including re-registrations and declarations.
2. To conduct marriage and civil partnership ceremonies in line with legislation including the registration and the issue of certificates.
3. To take notice of intent to marry or form a civil partnership.
4. To undertake celebrant duties at non-statutory ceremonies.
5. To undertake the administration and organisation of Citizenship ceremonies.
6. To attend a Registrar General's Licence at any location as required.
7. To issue certified copies of birth, death, marriage, and civil partnership certificates.
8. To take payment of fees, account for income and stock and maintain records in line with financial regulations and administrative procedures.
9. To deal with customer contact across all channels.
10. To undertake associated statutory duties, value added non-statutory services, administrative, clerical, and statistical duties.
11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.