Census Taker
(also known as an Enumerator)

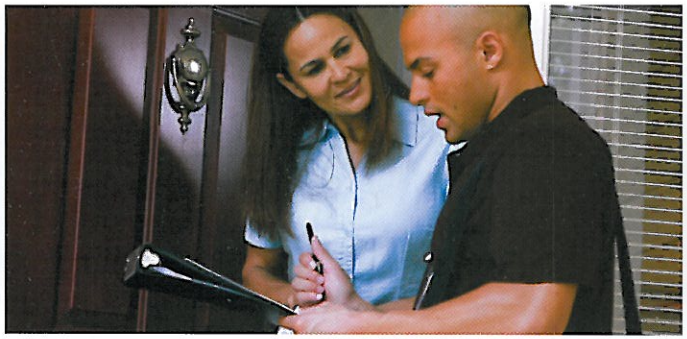
What will I do?

As a census taker, you will:

- ✓ Locate households
- ✓ Conduct interviews with respondents
- ✓ Explain the purpose of the census
- ✓ Record responses on paper
- ✓ Meet with your crew leader every day to turn in completed work and payroll forms, and to discuss your progress

Where and when will I work?

Census takers usually work in their own neighborhoods or communities and must work varied hours, not exceeding 40 hours per week. Since most census taker positions require personally interviewing respondents, you must be able to work when people are typically at home, which includes evening and weekend hours. In most cases, a valid driver's license and use of a vehicle are required to work as a census taker. Census taker assignments generally last several weeks.



Census Crew Leader

What will I do?

Crew leaders train, supervise, and review the work of census takers on their team, or crew. As a crew leader, you will:

- ✓ Train and supervise census takers and crew leader assistants
- ✓ Meet daily with census takers to review their assignments and approve their daily payroll records
- ✓ Ensure that census procedures are followed

Where and when will I work?

Crew leaders work in the field. They must work varied hours in order to meet with crews regularly. This means being available days, evenings, and weekends, but not exceeding 40 hours per week. Crew leader assignments generally last several weeks.

Census Crew Leader Assistant

What will I do?

As a crew leader assistant, you will:

- ✓ Assist crew leaders by performing delegated tasks (e.g., meeting with census takers to review their work and answer questions)
- ✓ Perform some of the same field work as census takers

Where and when will I work?

Like census takers, crew leader assistants usually work in their own neighborhoods or communities. They must work varied hours in order to assist the crew leader. This means being available days, evenings, and weekends, but not exceeding 40 hours per week. Crew leader assistant assignments generally last several weeks.

Recruiting Assistant

What will I do?

Recruiting assistants serve as local representatives who get the word out about census jobs in the communities to which they are assigned. As a recruiting assistant, you are responsible for attracting people to apply for census jobs.

Recruiting Assistants also:

- ✓ Promote census jobs to recruit new applicants
- ✓ Locate, set up, and run applicant employment testing sessions
- ✓ Ask community organizations to donate space for testing and training
- ✓ Review and send applicants' materials to and from the Local Census Office

Where and when will I work?

Recruiting assistants work in the field, where and when needed; this means daytime, evening, and weekend hours, not exceeding 40 hours per week. In most cases, a valid driver's license and use of a vehicle are required to work as a recruiting assistant. Recruiting assistants who complete their assignments may be eligible to work in other positions in remaining operations.

United States Census 2010

It's In Our Hands

Census Clerk

What will I do?

Clerks are vital to the successful performance of a Local Census Office (LCO). As a census clerk, you will perform a variety of office duties that support field activities. Clerks' duties may include:

- ✓ Answering applicant calls and scheduling tests
- ✓ Supporting recruiting assistants
- ✓ Processing employee payroll and personnel actions
- ✓ Providing administrative support to field staff
- ✓ Using a computer to conduct tasks

Where and when will I work?

Clerks work inside the LCO, and their work is intermittent. Work hours cannot exceed 8 hours per day, or 40 hours per week. Although most clerks work during daytime office hours, some may work in the evenings and on weekends.

United States Census 2010

It's In Our Hands

Be a part of the 2010 Census Team!

- ✓ **Earn good pay**
- ✓ **Get paid weekly**
- ✓ **Work flexible hours**
- ✓ **Receive paid training**
- ✓ **Receive reimbursement for authorized mileage and other work-related expenses**
- ✓ **Help your community have a successful 2010 Census**

Apply Today!

More information, including a practice test, is available at:

www.2010censusjobs.gov

or call our toll-free jobs line:

1-866-861-2010

FedRelay: 1-800-877-8339 TTY

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Employment Opportunities with the 2010 Census