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

Almost all clerk positions require the use of computers.

Where and when will I work?

Clerks work inside the LCO. Clerical work is intermittent; clerks receive pay for hours worked and 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.

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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 expenses
- ✓ Help your community have a successful 2010 Census

Apply today!

Call to schedule an appointment to take the test and apply for a job.

For more information, call us at our toll-free number: 1-866-861-2010.

FedRelay: 1-800-877-8339 TTY.

www.2010censusjobs.gov

The U.S. Census Bureau is an Equal Opportunity Employer.

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Employment opportunities with the 2010 Census.

U S C E N S U S B U R E A U

Census Taker
(also known as an Enumerator)

What will I do?

As a census taker, you will:

- ✓ Locate households
- ✓ Update address lists
- ✓ Explain the purpose of the census
- ✓ Conduct interviews with respondents
- ✓ Record responses on paper forms
- ✓ 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. Some operations occur during regular daylight hours. Others, which require personally interviewing respondents, mean census takers must work when people are typically at home, including evenings and weekends. Census taker assignments generally last up to 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:

- ✓ Supervise census takers and Crew Leader Assistants
- ✓ Meet daily with census takers to review their production and approve their daily payroll records
- ✓ Train census takers and Crew Leader Assistants
- ✓ Ensure that 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 up to several weeks.

Census Crew Leader Assistant

What will I do?

Crew Leader Assistants will:

- ✓ Assist the Crew Leaders by performing delegated tasks (e.g., meeting with census takers to review their work and answer questions)
- ✓ Crew Leader Assistants may also 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 and must work varied hours, not exceeding 40 hours per week. Some operations take place during regular daylight hours, while others occur during the evening. Crew Leader Assistant assignments generally last up to several weeks.

Recruiting Assistant

What will I do?

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

Recruiting Assistants also:

- ✓ Locate, set up, and run applicant employment test sessions
- ✓ Ask community organizations to donate space for testing and training
- ✓ Review and send applicants' materials to and from the Local Census Office (LCO)

Where and when will I work?

Recruiting Assistants work in the field, where and when needed; this means daytime, evening, and sometimes weekend hours, not exceeding 40 hours per week. As a Recruiting Assistant, you must have the use of a reliable car. Some Recruiting Assistants begin work in October 2008, with more starting in early 2009. Recruiting Assistants who complete their assignments may be eligible to work as Crew Leaders, census takers, or office clerks in remaining operations.