

## 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.

## Available Positions:

- Census Takers
  - Crew Leaders
  - Crew Leader Assistants
  - Recruiting Assistants
  - Census Clerks
- ✓ Earn good pay
  - ✓ Get paid weekly
  - ✓ Work flexible hours
  - ✓ Receive paid training
  - ✓ Receive reimbursement for authorized mileage and other work-related expenses
  - ✓ **All positions are temporary**

## Apply Today!

Call the Recruiting Telephone Number

**1-888-480-1639**

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

## 2014 Census Test

*Preparing for the 2020 Census*



**Employment Opportunities**

## 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 test

### 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.

## Crew Leader What will I do?

As a crew leader, you will:

- ✓ Train and supervise census takers and crew leader assistants and ensure 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 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.

## 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 and assisting in testing.

### 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.