

Census Clerk

What will you do?

Clerks are vital to the successful performance of a Local Census Office (LCO). Clerks are hired and trained in each LCO to perform different office activities that support field activities. Clerks' duties could be to:

- Answer applicant calls and schedule tests.
- Support Recruiting Assistants.
- Process employee payroll and personnel actions.
- Provide administrative support for field staff.

Almost all clerk positions require the use of personal computers.

Where and when will you work?

Clerks work inside an 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.

Be part of the 2010 Census Team!

- Earn competitive pay.
- Get paid weekly.
- Work flexible hours.
- Receive paid training.
- Be reimbursed for authorized mileage and expenses.
- Help your community have a successful 2010 Census.

Apply today!

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

**TTY Callers: Please use
the Federal Relay Service at
1-800-877-8339**

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

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

Employment Opportunities for the 2010 Census



U.S. CENSUS BUREAU

United States
Census
2010

Census Taker (also known as an Enumerator)

What will you do?

- Locate households.
- Update address lists.
- Explain the purpose of the census.
- Conduct interviews with respondents.
- Record responses on paper forms or hand-held computers.
- Meet with your Crew Leader every day to turn in completed work and payroll forms and to discuss your progress.

Where and when will you work?

Census takers usually work in their own neighborhoods or communities. Census takers work in the field 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 at home, usually evenings and weekends. Census taker assignments usually last 5 to 10 weeks.



Crew Leader

What will you do?

Crew Leaders train, supervise, and review the work of a group of census takers (crew). They meet with each census taker on a daily basis to:

- Supervise census takers and Crew Leader Assistants.
- Review and approve the daily payroll records for their staff.
- Train census takers and Crew Leader Assistants.
- Ensure that procedures are followed.

In some operations, crew leaders use hand-held computers as required by their work.

Where and when will you work?

Crew Leaders work in the field. They must work varied hours, not exceeding 40 hours per week. The Crew Leaders meet with crews regularly. This means being available days, evenings, and weekends. Crew Leader assignments generally last 5 to 10 weeks.

Crew Leader Assistant

What will you 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).
- Perform some of the same field work as census takers.

Where and when will you work?

Crew Leader Assistants usually work in their own neighborhoods or communities. Crew Leader Assistants work in the field and must work varied hours, not exceeding 40 hours per week. Some operations take place during the day while others occur during the evening. Crew Leader Assistant assignments usually last 5 to 10 weeks.

Recruiting Assistant

What will you do?

Recruiting Assistants promote census jobs, find applicants for census jobs, and work in their communities with local organizations that agree to help find local residents to work for the census. 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 LCO.

Where and when will you 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. They must have reliable transportation. Some Recruiting Assistants will begin work in October 2008, with more starting in October 2009. Recruiting Assistants who complete their assignments may be eligible to work as Crew Leaders, census takers, or office clerks in remaining operations.