

CENSUS TAKER

DISTINGUISHING FEATURES OF THE CLASS:

This is routine canvassing work calling only for care and accuracy in compiling reports and thoroughness in investigating all families in districts. Work is usually completed in less than six weeks during the summer.

TYPICAL WORK ACTIVITIES:

1. Checks on school-age children by making house-to-house canvass in districts;
2. Records name, date of birth, sex, address and other information on census reports;
3. Arranges data and compiles report;
4. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the geography of the school district; working knowledge of elementary clerical procedures; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a standard senior high school or possession of a high school equivalency diploma, and preferably some clerical experience;
- OR: (B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.