

Recruiting
Fall 2009 – Peak hiring spring 2010
Call 866-861-2010

Supervisory Positions

Supervisory Exam Required (D-270)

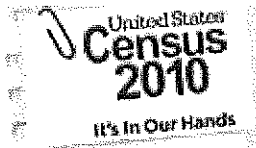
| <u>Position</u> | <u>Pay Rate</u> | <u>Tentatively Hiring</u> |
|--|-----------------------------|---------------------------|
| <p>Field Operations Supervisor</p> <p>Oversees the activities of the field personnel. May be required to schedule and administer testing of job applicants for positions in the office. Monitors testing sessions, maintaining testing files, and reviews application forms. Complete the appointment process for Crew Leaders, Crew Leader Assistants and Enumerators (as needed) during training sessions. Guides in field operation procedures, supervision, and administration.</p> | \$18.00-\$20.00/hr | Nov '09 – Jan 2010 |
| <p>Office Operations Supervisor</p> <p>Assists in the supervision of the day-to-day activities of the office clerks. Assigns work to subordinates to ensure accuracy and completeness. Reports daily performance and progress of subordinates to supervisor. Reviews and certifies payroll forms for employees under his/her supervision. Coordinates the activities of the office clerks assigned to the technical processing operations.</p> | \$15.50 - \$17.50/hr | Nov'09 – Jan 2010 |

We will be opening 27 local census offices in October 2009. If you have previously tested August-2008 thru March 2009, you do not have to re-test for these positions. Your application will remain in our database for consideration by these new offices during our next peak hiring.

Please understand that not every qualified applicant will be hired. Selections are made based on several factors including successful employment test, test score, language skills, completed application, favorable background check, work availability in your community, hours you are available, and veteran's preference. For more information, please contact us or visit our website:

www.2010censusjobs.gov
866-861-2010

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Non-Supervisory Positions

(Non-Supervisory Exam required D-267)

| <u>Position</u> | <u>Pay rate</u> | <u>Approximately Hiring</u> |
|--|----------------------|-----------------------------|
| <p>Recruiting Assistant (RA) <i>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 and may administer employment testing</i></p> | \$16.50-\$18.50/hr | Nov'09 – Dec'09 |
| <p>Office Clerk <i>Performs a wide variety of clerical functions associated with office processing, field operations, recruiting, testing and administrative operations.</i></p> | \$11.25-\$12.75/hr | Nov'09 – Dec '09 |
| <p>Crew Leader (CL) <i>Leads and regularly meets with Enumerators in the field to provide on-the-spot assistance and supervision.</i></p> | \$16.50-\$18.50/hr | Jan 2010 – Apr 2010 |
| <p>Crew Leader Assistant (CLA) <i>Assists Crew Leader with all field duties, including selection, training of new hires and assigning work to enumerators. Meets with Enumerators daily to ensure that they are completing assigned work accurately and within deadlines.</i></p> | \$15.00-\$17.00\$/hr | Jan 2010 – Apr 2010 |
| <p>Enumerator/Lister <i>Completes assignments which involve locating, listing addresses and conducting interviews with respondents. Explains the purpose of the census and asks questions to complete the census forms. Records data on forms. Meets with supervisor at specified times for reviewing and turning in work.</i></p> | \$15.00-\$17.00\$/hr | Jan 2010 – Apr 2010 |

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Practice test available [online](#)

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