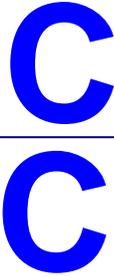




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

Z:\Civil\JobSpecs\Census
Taker, PT

TITLE:	CENSUS TAKER, PT
JURISDICTIONAL CLASS:	NON-COMPETITIVE (Approved NYSCSC 10/21/09)
CIVIL DIVISION:	COUNTY SCHOOLS
ADOPTION: CSM	10/8/08
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is required to visit the households in the school district to obtain and compile information for the census report. The work involves a large amount of contact with the public. Much of the work needs to be accomplished at late day or evening hours to enable the Census Taker to reach adult family members. Indirect supervision is performed by the Business Manager or other school official.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Canvasses each household in designated areas to verify names, birth dates, sexes and addresses of occupants in the household;
Records data collected and follows up with phone calls when data is not readily available;
Compiles information for census reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Ability to communicate effectively with others;
Ability to prepare written records and reports;
Ability to read a map;
Tact, diplomacy and ability to maintain confidential information;
Courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of 2 years of high school.

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.