

CENSUS TAKER, PART-TIME

Code No.: 5-03-013

EXEMPT for school districts only-
limit one*

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in a school district which involves updating the school census on a yearly basis. The employee drives to a designated area, walks door-to-door and records information on census forms. The Census Taker works without supervision in taking the census but a higher level employee assigns areas and reviews completed paperwork. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Locates area where census is to be taken and collects forms to be used;

Drives to designated area;

Walks door-to-door to verify census information with residents;

Records information on all residents;

Leaves a self-addressed envelope and form for resident to complete and return by mail;

Makes "call backs" and checks back at houses whose occupants have not responded.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the residential areas of a school district and ability to read a street map; organizational skill; ability to accurately record census information; ability to communicate effectively with district residents and supervisor; ability to work outdoors; ability to walk from house to house in a designated area; dependability; politeness; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 19, 1987

*approved plural for school districts; corrected for TAR Audit 5/28/2020