

**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census**

**Recruiting Bulletin**

ISSUE DATE: **February 21, 2008**

Recruiting Bulletin No.: **29-07-MAR- 001**

**(Amended)**

CLOSING DATE: **Open Continuously**

Atlanta Regional Office

**POSITION: FIELD REPRESENTATIVE**

**SALARY RANGE:**

GG/GS-0303-03: \$11.01 - \$11.56 per hour (Depending on location)

GG/GS-0303-04: \$12.36 - \$12.98 per hour (Depending on location)

**PROMOTIONAL POTENTIAL: GG/GS-04**

**THIS POSITION MAY BE FILLED AS TEMPORARY OR PERMANENT.**

**WHO MAY APPLY:** All sources. This vacancy is open to all United States Citizens.

**JOB LOCATION:** JOBS ARE LOCATED THROUGHOUT THE STATES OF ALABAMA, FLORIDA AND GEORGIA. Duty location is your home. Applicants will be considered for vacancies in their immediate area within specific geographic boundaries.

**DUTIES:** Interview households at selected addresses. Ask prescribed questions from survey interviewing forms. Maintain repeated contacts with the same households and complete detailed paperwork for each interview. Interviews are conducted in person and by telephone. Laptop computers and paper survey instruments are used for recording interview responses. The ideal candidate has a desire to work with the public, a persuasive, tactful manner and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision and be able to carefully follow detailed instructions.

**WORK SCHEDULE:** 30 – 80 hours of work per month, depending on survey workload. Must be available to work flexible hours to accommodate afternoon, evening and weekend work.

**QUALIFICATIONS:** Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**Grade 3: Six months General Experience OR one year of education above High School.**

**Grade 4: One year General Experience OR two years of education above High School.**

General Experience is described as: Progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties shown above.

Education: If qualifying based on education, you **must** submit a copy of your college transcript(s) or a listing of college courses showing course number, title, grade, type (semester/quarter) and number of credit hours. Applicants selected for the position will be required to supply original transcripts.

**BASIS OF RATING: Applicants are required to take a 30 minutes Bureau of the Census written exam.**

**HOW TO APPLY:** The Atlanta Regional Office maintains applicant resumes on file for two years . If you have previously applied within the last two years, you do not need to reapply. Former applicants who have tested within the last two years will be considered and do not need to retest.

- Submit your resume or application to the Atlanta Regional Office Recruiting via FAX at 404-331-3790 or email at [atlanta.recruiting@census.gov](mailto:atlanta.recruiting@census.gov) The minimum personal contact information required includes: full name; complete mailing address with zip code; day and evening telephone numbers including area code; and the name of the county where you reside.

- Country of citizenship (**This Federal job requires U.S. Citizenship**).

**Applicants are required to take and pass a 30 minute Bureau of the Census written exam. Candidates will be contacted by Atlanta Regional Office personnel to schedule testing and interview appointments.**

- Veteran's Preference – Applicants claiming 10-point Veteran's Preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veteran's Preference. Applicants claiming 5-point Veteran's Preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience include job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Individuals with a disability may request reasonable accommodations by calling toll free at 1-877-268-3413.

**CONDITIONS OF EMPLOYMENT:**

- Applicants must have a valid driver's license, an automobile and a non-cellular private telephone.

- Public law requires all new appointees to present proof of identity and employment eligibility.

- Candidates selected for these positions must sign a Mixed-Tour employment agreement. A Mixed-Tour work schedule may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Applicants appointed through this authority are subject to a one to two year probationary period.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their Selective Service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services are obligated repay the full amount of the buyout back to the agency that paid it.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISIONS ON GRANTING REASONABLE ACCOMMODATIONS WILL BE MADE ON A CASE-BY-CASE BASIS.

**Individuals with a disability may request reasonable accommodations by calling toll free at 1-877-268-3413.**

**THE U.S. DEPARTMENT OF COMMERCE  
IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.