

2010 Census Jobs FAQs

1. How can I apply for a job for the 2010 Census?

Call the toll-free Jobs Line at 866-861-2010, or, if you require a Teletext Device for the Deaf (TDD) program, call the federal relay service at 866-783-2010. The U.S. Census Bureau hires locally for 2010 Census temporary jobs that offer flexible hours and competitive pay. Peak recruiting will take place October 2009 – March 2010. Go to 2010censusjobs.gov for more information.

2. What jobs are available?

Please contact your Regional Census Center to discuss specific job opportunities. In general, the types of jobs that may be available are:

▲ **Census takers**

Census takers (also known as enumerators) generally work in their own neighborhoods and communities. Hours vary and do not exceed 40 hours per week. Most census taker operations involve personal interviews with respondents, which may require census takers to work evenings and weekends, when people are typically at home. Assignments usually last five to 10 weeks.

Responsibilities include:

- Explaining the purpose of the census to respondents
- Conducting interviews with respondents
- Recording responses on paper forms

▲ **Crew leaders**

Crew leaders work in the field — training, supervising and reviewing the work of census takers on their team or crew. Crew leaders work varied hours to be able to meet with their crews, meaning they must be available days, evenings and weekends. Crew leaders do not exceed 40 hours per week and assignments generally last five to 10 weeks.

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Responsibilities include:

- ▲ Supervising census takers and crew leader assistants
 - ▲ Scheduling daily meetings with census takers to review production and approve daily payroll records
 - ▲ Training census takers and crew leader assistants
 - ▲ Ensuring compliance with census procedures
- ▲ **Crew leader assistants**
- Crew leader assistants, like census takers, generally work in their own neighborhoods and communities. Hours vary and do not exceed 40 hours per week. Some operations may take place during regular daylight hours, while others may occur in the evening. Crew leader assignments generally last five to 10 weeks.

Responsibilities include:

- ▲ Assisting crew leaders by performing delegated tasks, such as meeting with census takers to review work and answer questions
 - ▲ Performing fieldwork, similar to census takers
- ▲ **Recruiting assistants**
- Recruiting assistants are local representatives who spread the word about census jobs in their assigned geographical areas. The recruiting assistant's primary responsibility is to attract qualified candidates to fill open positions. Recruiting assistants work in the field where and when they are needed: days, nights and weekends, not exceeding 40 hours per week. Recruiting assistants are required to have use of a reliable car. Recruiting assistants who complete their assignments may be eligible to work as crew leaders, census takers or office clerks in remaining operations.

Responsibilities include:

- ▲ Coordinating applicant employment test sessions
- ▲ Securing donated space for testing and training from community organizations
- ▲ Reviewing and relaying applicant materials to the Local Census Office

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▲ **Census clerks**

Census clerks are key to the successful performance of a Local Census Office. Census clerks work inside the Local Census Office, performing a variety of office duties in support of field activities. Work is intermittent and paid by the hour, not exceeding eight hours a day or 40 hours per week. Most census clerks work daytime hours, though some evening and weekend work may be needed. Almost all clerk positions require the use of computers.

Responsibilities include:

- ▲ Answering applicant calls and scheduling employment tests
- ▲ Supporting recruiting assistants
- ▲ Handling employee payroll and personnel needs
- ▲ Providing administrative support to field staff

3. Can I download an application form online?

Yes. Visit the Documents section of the 2010censusjobs.gov Web site to download, fill out and print an application form and instructions. Please bring your completed application and I-9 Form to your scheduled testing session.

4. Will I be selected?

Applicants will be hired from almost every community and are selected based on the hiring needs of each particular area. Qualified applicants are contacted for work as jobs become available.

5. Why have I not heard back about a 2010 Census job for which I applied?

Due to the large number of applicants for 2010 Census jobs, you may not receive an immediate response. Qualified applicants are contacted for work as jobs become available.

6. I was not hired for a 2010 Census job. Why not?

Unfortunately, due to the large number of applicants, not everyone who applies can be hired. The jobs also require applicants to pass an employment test and background checks. Only those who pass may be hired.