United States Census 2010

It's In Our Hands

List C

- □ U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
- □ Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- □ Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- □ Native American tribal document
- □ U.S. Citizen ID Card (Form I-197)
- □ ID Card for use of Resident Citizen in the United States (Form I-179)
- □ Unexpired employment authorization document issued by DHS (other than those listed under List A)

Veterans

To receive veterans' preference, applicants must bring to the test site a copy of Form DD-214, (and the SF-15, if applicable) describing qualifying military service.

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D-1148
9/12/2008

Employment information
for 2010 Census job applicants.

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What identification do I need?

Bring to the testing session one form of identification from list A **or** B, **and** one from list C.

List A

- □ U.S. Passport (unexpired or expired)
- □ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- □ An unexpired foreign passport with a temporary I-551 stamp
- □ An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- □ An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

List B

- □ Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
- □ ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- □ School ID card with a photograph
- □ Voter's registration card
- □ U.S. Military card or draft record
- □ Military dependent's ID card
- □ U.S. Coast Guard Merchant Mariner Card
- □ Native American tribal document
- □ Driver's license issued by a Canadian government authority

Conducting a census requires us to fill a wide variety of jobs. Our greatest staffing need is for census takers.

Census Takers

Census takers work in their own communities updating address lists and interviewing household members.

You may qualify if...

- ✓ You are a U.S. citizen
- ✓ You are a legal permanent resident, or non-citizen with an appropriate work visa, and you possess a bilingual skill for which there are no available qualified citizens
- ✓ You are at least 18 years old
- ✓ You have a valid Social Security number
- ✓ You take a written test of basic skills
- ✓ You have a valid driver's license (for field jobs only)
- ✓ You pass a background check
- ✓ You commit to four days of training. You will be paid for training days at your regular hourly rate. Training will be held either during daytime hours or during evening and weekend hours.

Note: Males born after December 31, 1959 must be registered with Selective Service.

United States Census 2010

It's In Our Hands

About the Employment Test

Each applicant must take a 30-minute basic skills test consisting of 28 multiple-choice questions measuring knowledge, skills, and abilities required to perform a variety of census jobs (see below for sample questions).

There are five parts to the test:

- ✓ Clerical Skills
- ✓ Reading
- ✓ Number Skills
- ✓ Interpreting Information and Evaluating Alternatives
- ✓ Organizational Skills

In areas with large Spanish-speaking populations, the test may be given in Spanish, upon request. These applicants must also take an English proficiency test.

Sample Questions

The following sample questions are similar to the actual test questions.

Part 1. Clerical Skills

This section tests your ability to alphabetize, arrange, and match.

Compare the numbers in Column A to those in Column B. Then, answer the question below.

Column A		Column B	
75823	85537	87537	82357
82537	87537	85537	75823
73358		73358	

Which number in Column A has no match in Column B?

☐ 82537 ☐ 87637
☐ 85537 ☐ None of the above

(Answer: 82537)

Part 2. Reading Skills

This section tests how well you read. The items include vocabulary, comprehension, and following instructions.

Read the following statement and choose the answer that BEST supports the statement.

Census takers travel through their assigned areas, one block at a time, looking for every structure in which people live or could live.

They compare what they find with the address list in their hand held computer, but this list must be updated. As census takers canvass each block, they enter the address of each structure not already listed in the hand held computer and delete any listings for structures that cannot be located.

As described above, census takers must:

(A) Correct address lists in their hand held computer based on their findings while canvassing each block.

(B) Record the addresses of every structure where people live or could live.

(C) Delete those addresses from their address list, where no person lives.

(D) Ensure every block in their assigned areas is listed on their hand held computer.

(Answer: A)

Part 3. Number Skills

This section includes addition, subtraction, multiplication, and division problems. Some problems involve no computations, just an understanding of numerical concepts.

Multiply the numbers below.

1.5 x 6.3 =
(A) .945 (C) 9.45
(B) 94.5 (D) 945

(Answer: C)

Part 4. Interpreting Information and Evaluating Alternatives

This section tests your ability to interpret information in order to determine the best of several possible alternatives.

Refer to the table below in order to answer the question.

Log of Census Operations
Review Operations

Questionnaire Number	1 Start	1 Complete	2 Start	2 Complete	3 Start	3 Complete
0115	3/14	3/15	3/16	3/18		
0116	3/13	3/14	3/15	3/15	3/17	3/18
0117	3/12	3/12	3/14	3/16		
0118	3/17					
0119	3/11					

On what date was the second review completed for Questionnaire 0116?

(A) 3/13 (B) 3/14 (C) 3/15 (D) 3/16

(Answer: C)

Part 5. Organizational Skills

This section determines your ability to use logical reasoning in order to analyze, summarize, and/or organize information to solve a problem or follow an instruction.

Read the following paragraph and answer the question below it.

Each county is divided into a number of census tracts. The tracts are, in turn, subdivided into blocks. Groups of blocks within a tract are then combined into assignment areas (AA).

Which of the following best shows the four geographic units discussed above, in order of size, from largest to smallest?

(A) County, tract, AA, block (C) County, AA, tract, block
(B) County, block, tract, AA (D) AA, block, tract, county

(Answer: A)

United States Census 2010

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Census Clerk

What will I do?

Clerks are vital to the successful performance of a Local Census Office (LCO). As a census clerk, you will perform a variety of office duties that support field activities. Clerks' duties may include:

- Answering applicant calls and scheduling tests
- Supporting Recruiting Assistants
- Processing employee payroll and personnel actions
- Providing administrative support to field staff

Almost all clerk positions require the use of computers.

Where and when will I work?

Clerks work inside the LCO. Clerical work is intermittent; clerks receive pay for hours worked and cannot exceed 8 hours per day or 40 hours per week. Although most clerks work during daytime office hours, some may work in the evenings and on weekends.

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D-1134
9/12/2008

Employment opportunities with the 2010 Census.

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Census Taker
(also known as an Enumerator)

What will I do?

As a census taker, you will:

- ✓ Locate households
- ✓ Update address lists
- ✓ Explain the purpose of the census
- ✓ Conduct interviews with respondents
- ✓ Record responses on paper forms
- ✓ Meet with your crew leader every day to turn in completed work and payroll forms, and to discuss your progress

Where and when will I work?

Census takers usually work in their own neighborhoods or communities and must work varied hours, not exceeding 40 hours per week. Some operations occur during regular daylight hours. Others, which require personally interviewing respondents, mean census takers must work when people are typically at home, including evenings and weekends. Census taker assignments generally last up to several weeks.

Census Crew Leader

What will I do?

Crew Leaders train, supervise, and review the work of census takers on their team, or crew. As a Crew Leader, you will:

- ✓ Supervise census takers and Crew Leader Assistants
- ✓ Meet daily with census takers to review their production and approve their daily payroll records
- ✓ Train census takers and Crew Leader Assistants
- ✓ Ensure that procedures are followed

Where and when will I work?

Crew Leaders work in the field. They must work varied hours in order to meet with crews regularly. This means being available days, evenings, and weekends, but not exceeding 40 hours per week. Crew Leader assignments generally last up to several weeks.

Census Crew Leader Assistant

What will I do?

Crew Leader Assistants will:

- ✓ Assist the Crew Leaders by performing delegated tasks (e.g., meeting with census takers to review their work and answer questions)
- ✓ Crew Leader Assistants may also perform some of the same field work as census takers

Where and when will I work?

Like census takers, Crew Leader Assistants usually work in their own neighborhoods or communities and must work varied hours, not exceeding 40 hours per week. Some operations take place during regular daylight hours, while others occur during the evening. Crew Leader Assistant assignments generally last up to several weeks.

Recruiting Assistant

What will I do?

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.

Recruiting Assistants also:

- ✓ Locate, set up, and run applicant employment test sessions
- ✓ Ask community organizations to donate space for testing and training
- ✓ Review and send applicants' materials to and from the Local Census Office (LCO)

Where and when will I work?

Recruiting Assistants work in the field, where and when needed; this means daytime, evening, and sometimes weekend hours, not exceeding 40 hours per week. As a Recruiting Assistant, you must have the use of a reliable car. Some Recruiting Assistants begin work in October 2008, with more starting in early 2009. Recruiting Assistants who complete their assignments may be eligible to work as Crew Leaders, census takers, or office clerks in remaining operations.

United States Census 2010

It's In Our Hands

Your community is counting on you.

Every 10 years, a census of our population is conducted. The results help determine how federal funds are spent in your community on things like roads, parks and other public services, as well as your representation in government. As a census taker, you'll help to make sure that everyone in your community is included.

Earn more than just a paycheck.

A job with the U.S. Census offers a lot: good pay, flexible hours, paid training, the chance to work independently in your own community. But there's more. You'll also be earning a place in history, as well as the respect and appreciation of your community.

Census positions are temporary.

Conducting the census is a huge undertaking, and it requires us to fill a wide variety of positions. For the 2010 Census, thousands of census takers are needed for temporary jobs. These employees update address lists and conduct interviews with community residents. Most positions require a driver's license and use of a vehicle.

What do the jobs pay?

Census jobs pay competitive wages based on the current pay rates in your area. Also, census workers are reimbursed for authorized expenses, such as mileage.

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D-1133
9/12/2008

Get all this and more with a 2010 Census job.

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What is the work schedule?

For census taker and Crew Leader jobs, work schedules typically include from 20 to 40 hours of work per week. In the field, some census operations require you to work during daylight hours. For other operations, which require interviewing the public, you must be available to work when people are usually at home, such as in the evening and on weekends.

For office jobs, hours are less variable, and can involve shift work.

Will I be hired?

Due to the nature of census work, a large number of people apply and take the employment test. Not everyone who is qualified will be hired. Applicants who are selected will be called when jobs are available.

You may qualify if...

- ✓ You are a U.S. citizen
- ✓ You are a legal permanent resident, or non-citizen with an appropriate work visa, and you possess a bilingual skill for which there are no available qualified citizens
- ✓ You are at least 18 years old
- ✓ You have a valid Social Security number
- ✓ You take a written test of basic skills
- ✓ You have a valid driver's license (for field jobs only)
- ✓ You pass a background check
- ✓ You commit to four days of training. You will be paid for these days at your regular hourly rate. Training will be held either during daytime hours or during evening and weekend hours

Note: Males born after December 31, 1959 must be registered with Selective Service.

About the employment test.

The employment test consists of 28 multiple-choice questions designed to measure the skills and abilities required to perform a variety of census jobs, such as:

- ✓ Clerical Skills
- ✓ Reading
- ✓ Number Skills
- ✓ Interpreting Information and Evaluating Alternatives
- ✓ Organizational Skills

In areas with large Spanish-speaking populations, the test may be given in Spanish, upon request. These applicants must also take an English proficiency test.

You will have 30 minutes to complete the test. You may retake the test if you would like to improve your score.

What identification do I need?

Bring to the testing session one form of identification from list A **or** B, **and** one from list C.

List A

- □ U.S. Passport (unexpired or expired)
- □ Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- □ An unexpired foreign passport with a temporary I-551 stamp
- □ An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
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List B

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List C

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