

Census Taker Jobs

U.S. Department of Commerce • Economics and Statistics Administration • U.S. CENSUS BUREAU

The Census Bureau is an Equal Opportunity Employer.

WORK A FEW WEEKS AS A CENSUS TAKER

In the near future, the U.S. Census Bureau will conduct a special census in this area. Your community has requested it and will incur the cost. Local residents will be needed to work as census takers. Census takers visit households and collect a few facts about each member such as name, age, relationship to the householder, etc.

WHY A SPECIAL CENSUS?

Local governments consider up-to-date population information beneficial to residents to determine the allocation of state funds to communities, improved ability to plan for schools, better transportation, and for many other purposes. Unless a special census is taken to provide a more recent population figure, the 2000 census count is used. Your community may benefit from this updated official population count.

YOUR TRAINING

Before you go to work, you will attend a training session where you will learn the use of census forms and census techniques such as interviewing and map reading. In most cases, your supervisor will train you, assign and review your work, and answer questions.

YOUR PAY

You will be paid for actual hours of work including time spent in training. You will get specific information about pay from the census supervisor.

YOUR DUTIES

When you have successfully completed your training, you will be given several neighborhood blocks called "Assignment Areas". Normally, your first assignment will be the area in which you live. You will be provided a map of each Assignment Area and the necessary census forms and materials to do the job. Most of the jobs are in the field, and require you to locate and interview households and record information about the residents. When you accept your appointment, you assume an obligation to stay with the job until your assignment is completed.

The information you collect is confidential and must not be disclosed to anyone who has not sworn to protect Census Bureau information.

For more information, contact:

HOW CAN I QUALIFY FOR CENSUS WORK?

1. United States citizens will be given preference for census jobs. However, noncitizens may be considered if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this form.
2. You may be hired if you are 18 years or older. If you are under 18 and a function of the job is to drive, then you cannot be hired. (Those ages 16 and 17 may be hired for positions not involving driving so long as they meet State and local employment requirements.)
3. You must possess a Social Security number.
4. Applicants must take a written test of basic skills (in some areas, the test may be taken in Spanish).
5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. You should have a satisfactory work record for the past 5-years. Poor job performance or misconduct on a previous job could be a basis for nonselection.
8. If you have had a conviction of a violation of the law since age 18 for something other than a minor traffic violation it could be a basis for nonselection.
9. You may not engage in any partisan political activity while on duty.
10. All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
11. Applicants must be available to work days, evenings, and weekends. Since not all people will be home during the day, you will have to visit some homes during the evening and on the weekends. This will usually be not later than 9:00 p.m.

FORM **BC-170B**
(7-19-2005)

U S C E N S U S B U R E A U

Instructions on the types of identification to bring to the testing session are on reverse side.

How do I complete the BC-170, Census Employment Inquiry?

1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example,

A	B	C	
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2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
3. Enter one letter or number within each white block or complete the information on the line provided.

Here are a few explanatory notes for some of the items:

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Section A – Applicant Personal Data

3. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
8. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

Month	Day	Year								
<table border="1" style="display: inline-table;"><tr><td>0</td><td>7</td></tr></table>	0	7	<table border="1" style="display: inline-table;"><tr><td>0</td><td>6</td></tr></table>	0	6	<table border="1" style="display: inline-table;"><tr><td>1</td><td>9</td><td>5</td><td>2</td></tr></table>	1	9	5	2
0	7									
0	6									
1	9	5	2							

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Section C – Application Data

- 14a. Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
 - b. Enter an (X) in the yes or no response box for: *Are you willing to work in the office?* If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
- ▶ By entering a yes for both office and field positions, you will be considered for positions in both those areas.

What is the test like?

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 28 questions designed to measure the knowledge, skills, and abilities, required to perform a variety of Census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. You may also request a practice test to help prepare for the test.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office.

Sample Questions

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

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

Which number in Column A has no match?

- (A) 82537 (C) 97537
 (B) 85537 (D) None of the above

ANSWER A

Multiply the numbers below:

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

ANSWER B

Can I receive veterans' preference?

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive 5-point veterans' preference, applicants must bring a copy of a completed DD-214, *Certificate of Release or Discharge from Active Duty*, to the testing site. To receive 10-point veterans' preference, applicants must also bring a completed SF-15, *Application for Veterans' Preference*, with the appropriate documentation as shown on the reverse of the SF-15.

Identification you need to bring to the testing site

EMPLOYMENT ELIGIBILITY VERIFICATION – The following types of documentation can be used to prove identity and eligibility requirements for employment. Provide one document from List A or one document from List B and from List C to meet Form I-9 requirements.

LIST A – Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (*Form N-560 or N-561*)
3. Certificate of Naturalization (*Form N-550 or N-570*)
4. Unexpired foreign passport, with *I-551* stamp or attached *Form I-94* indicating unexpired employment authorization
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (*Form I-151 or I-551*)
6. Unexpired Temporary Resident Card (*Form I-688*)
7. Unexpired Employment Authorization Card (*Form I-688A*)
8. Unexpired Re-entry Permit (*Form I-327*)
9. Unexpired Refugee Travel Document (*Form I-571*)
10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (*Form I-688B*)

LIST B – Documents that Establish Identity

- OR**
1. 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
 2. 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
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

LIST C – Documents that Establish Employment Eligibility

- AND**
1. U.S. Social Security card issued by the Social Security Administration (*other than a card stating it is not valid for employment*)
 2. Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
 3. 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
 4. Native American tribal document
 5. U.S. Citizen ID Card (*Form I-197*)
 6. ID Card for use of Resident Citizen in the United States (*Form I-179*)
 7. Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

The following documents have been **removed** from the list of acceptable identity and work authorization documents:

- Certificate of Naturalization (List A, #3)
- Unexpired Reentry Permit (List A, #8)
- Unexpired Refugee Travel Document (List A, #9).

SPECIAL NOTE

- Form I-766 (Employment Authorization Document), although not listed on the 5/31/05 version of the form I-9, is an acceptable List A document #10.
- Form I-151 is no longer an acceptable List A document #5. However, Form I-551 remains an acceptable List A document #5.

FORM BC-170B (7-19-2005)