

Civil Division: Schools
Jurisdictional Class: Exempt
EEO Category: Service/Maintenance
Adopted: 11/07/17

CENSUS TAKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine canvassing work calling only for care and accuracy in compiling reports and thoroughness in investigating all families in districts. The incumbent is responsible for taking yearly census of school-aged children. Work is usually completed in less than less than six weeks during the summer. The incumbent performs related work as required.

EXAMPLES OF WORK: (Illustrative only)

Checks on school-age children by making house-to-house canvass in district;
Records name, date of birth, sex, address and other information on census reports;
Arranges data and compiles report.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the geography of the school district; working knowledge of clerical procedures; ability to understand and follow simple oral and written direction; ability to get along well with others; ability to write legibly; tact and courtesy; good physical condition.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Board of Education may determine appropriate.

SUGGESTED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and clerical experience.

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