

**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. Work is usually completed in less than six (6) weeks during the summer.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Canvasses homes in school district where persons 18 years of age or less reside;

Records name, date of birth, sex, address and other information on census reports;

Arranges data and compiles report.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Reasonable knowledge of the geography of the school district; some knowledge of elementary clerical procedures; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to write legibly; tact; and courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from a standard senior high school and preferably some clerical experience; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:  
Jurisdictional Class: Exempt  
Public Hearing:  
NYS Civil Service Commission Approval: