Enumerators: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and/or special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons, as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

Clerks: Clerks handle incoming telephone calls to the office; refer applicants to the recruiting website, www.2020Census.gov/jobs, to apply for Census jobs; make applicants aware of locations in the community with public internet access, where they can apply online; assist applicants with completing their online job application, if possible, or refer applicant to the technical help desk; assist in making paper job application packages available to applicants; review paper job applications packages before forwarding them to Administrative staff for processing; ship recruiting supplies to RAs; ensure recruiting supplies inventory is stocked in the office; maintain the list of paper job application packages; make outgoing calls to applicants to follow up on their questions or invite them to finish their incomplete application. Clerks can be classified as a Recruiting Clerk, Supply Clerk, or Receptionist.
**Recruiting Assistants (RAs):** There are three major activities conducted in the field:

- Promoting census jobs;
- Locating places with public computers and internet access; and
- Locating operational training space.

The most important task for an RA is to recruit. The basic mission is to make the grassroots contacts and nurture community relationships that will bring in the right number of applicants in the right geographic locations. It is impossible to overstate how important—and how challenging—this aspect of the job can be.

**Census Field Supervisors:** The Field Supervisor (FS) serves as the first level supervisor for a group of approximately 6 to 15 Field Representatives and is responsible for data collection in a geography that may include some hard-to-count areas. The FS is responsible for ensuring the groups’ performance meets the standards and expectations set forth by the bureau and survey sponsors. As a first level supervisor, the FS is responsible for evaluating and reviewing assignments of subordinates. The FS monitors staff performance that includes on the job observations and monitoring of various performance metrics. The FS may assist with training of employees. The FS reviews and approves payroll and leave submissions for their staff. The FS may assist with the recruiting of Field Representatives.
2020 CENSUS: FREQUENTLY ASKED QUESTIONS

Why should someone choose to work as a Census Taker?
Census positions provide the perfect opportunity to earn extra income while helping your community. The results of the 2020 Census will help determine your state’s representation in Congress, as well as how certain funds are spent for schools, hospitals, roads, and more. This is your chance to play a part in history and help ensure everyone in your community is counted!

What are the benefits of working as a Census Taker?
In addition to supporting your community, census jobs offer great pay every week, flexible hours, and paid training.

How does someone apply for a 2020 Census job?
Applying is easy. Visit 2020census.gov/jobs to learn more, then click on Apply Now. Potential applicants can also call 1-855-JOB-2020 (562-2020) or use the Federal Relay Service at 800-877-8339 for TTY/ASCII to learn more or for assistance.

What are the application requirements?
People can apply for 2020 Census work if they are at least 18 years old, a U.S. Citizen, and if they have a valid Social Security number and email address. Males born after Dec. 31, 1959, must also be registered with the Selective Service System or have a qualifying exemption. Please visit 2020census.gov/jobs to learn more about specific application requirements.

When someone does apply for a 2020 Census job, what sorts of questions are asked?
As part of the application process, applicants will be asked questions related to their educational, work, and other experiences.
What happens once someone is offered a 2020 Census job?
Potential employees must pass a criminal background check and review of criminal records (including fingerprinting). Once these steps are completed, potential employees will receive information about training.

What is required of most 2020 Census employees?
Employees should have access to a vehicle and a valid driver's license, unless public transportation is readily available. Employees should also have access to an Internet-connected computer (to complete the training process).

What can people expect their 2020 Census work schedule to be like?
Work schedules depend on individual positions. Generally, hours for field positions are flexible. Some positions require work during the day, and other positions require evening and weekend work interviewing the public. In addition, supervisory positions require employees to be available for certain day, evening, and/or weekend shifts.

Where will most people work?
The Census Bureau is committed to hiring Census Takers to work in their own communities.

How often will 2020 Census employees be paid?
Employees are paid weekly, and can expect to receive their first paycheck approximately 10 to 14 days after their first day of work.

Will 2020 Census employees be reimbursed for work-related expenses?
Field employees will be reimbursed for authorized work expenses, like mileage, while conducting 2020 Census work.

Will 2020 Census employees be paid during training?
Yes, 2020 Census employees will be paid during training at a slightly lower rate than their regular hourly rate.
BE A CENSUS TAKER AND GET PAID TO HELP YOUR COMMUNITY!

Learn how you can help collect important data that will determine your state's representation in Congress, as well as how funds are spent in your community on things like roads, schools, and hospitals.

Apply online for a 2020 Census job: census.gov/jobs

For more information or to apply online, visit 2020census.gov/jobs or call 1-855-JOB-2020.

APPLY ONLINE!

2020 Census jobs provide:

- Great pay
- Flexible hours
- Weekly pay
- Paid training

APPLY IF:

- You have a valid Social Security number.
- You are at least 18 years old.
- You are a U.S. citizen.
- You have a valid email address.
- You are registered with the Selective Service System, or have a qualifying exemption (for American Indians born after Dec. 31, 1959).
- You must pass a criminal background check and review of criminal records (including fingerprinting).
- You must be available to work flexible hours, including days, evenings, and weekends.

IF OFFERED A JOB:

- Have access to a vehicle and a valid driver's license, unless public transportation is readily available.
- Have access to a computer with Internet (to complete training).

MUST JOBS REQUIRE EMPLOYEES TO:
How often will I be paid?

GET PAID?

Will I be reimbursed for work-related expenses?

Hourly rate, slightly lower rate than your regular salary. You will be paid during training.

Where will I work?

The Census Bureau is committed to hiring census takers to work in their own communities.

Will I be paid during training?

No.

When will I be reimbursed for work-related expenses?

If you are hired, your work schedule will depend on your position. Generally, hours for field positions are flexible, some field positions require you to work during the day, others require you to work evenings and weekends. Supervisory positions require employees to work interviewing the public. Field supervisors and mid-level positions be available for certain day, evening, and/or weekend shifts.

What can I expect my work schedule to be like?

If hired, your work schedule will depend on your position. Generally, hours for field positions are flexible, some field positions require you to work during the day, others require you to work evenings and weekends. Supervisory positions require employees to work interviewing the public.

If you need help, just call 1-888-562-2020 or use the Federal Relay Service at 1-800-877-8339 for TTY/ASCI.

If you have any questions or need help with your educational work, and you will be asked to respond to questions that are a part of the application process, you can for free.

2020census.gov/jobs

Click on Apply Now at 2020census.gov/jobs

Applying is easy.

CENSUS JOBS

For a 2020 Census Job