

CENSUS TAKER

GENERAL STATEMENT OF DUTIES: Takes yearly census of school-age children; does related work as required.

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 weeks during the summer.

EXAMPLES OF WORK: (Illustrative Only)

Checks on school-age children by making house-to-house canvass in districts;

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

Arranges data and compiles report.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and preferably some clerical experience; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.