

2010 Census Job Descriptions for 2009

Bismarck Local Census Office (3142)

Recruiting Assistants \$12.50 hr \$0.585 mile (subject to change per GSA rate)

- Hired to work a geographic area such as an Indian reservation and/or county.
- Part-time to full-time work lasting until May 2010
- Requires a car
- Hourly wage plus mileage reimbursement, paid training also included (paid weekly)
- Work out of own home but report to a supervisor in the Local Census Office (the Assistant Manager for Recruiting, AMR)
- Responsible for
 - getting individuals in the community in which they work to apply for short term, 6 to 10 week jobs;
 - finding and securing free testing space in the community;
 - holding testing sessions to take job applications and test interested workers
 - meeting established testing goals for the area in which they work
- To be hired the person must pass a 30 minute multiple choice test, complete a job application and pass a criminal background check

Field Operations Supervisor* \$14.00 hr \$0.585 mile (subject to change per GSA rate)

- Hired to work a sizable geographic area such as an Indian reservation and/or county.
- Full-time work lasting about 3 months (March/April – June 2009)
- Requires a car
- Hourly wage plus mileage reimbursement, paid training also included (paid weekly)
- Work out of own home but report to a supervisor in the Local Census Office (the Assistant Manager for Field Operations, AMFO)
- Responsible for
 - Ensuring that the Address Canvass operation is completed on time within their assigned area
 - Training Crew Leaders that report to them (approximately 8)
 - Monitoring production reports and taking corrective action when needed including firing individuals not performing to established standards
- To be hired the person must pass a 1 hour supervisory multiple choice test, complete a job application and pass a criminal background check

Crew Leader* \$12.50 hr \$0.585 mile (subject to change per GSA rate)

- Hired to work a geographic area such as part of an Indian reservation and/or county.
- Full-time work lasting about 2-3 months (April – June 2009)
- Requires a car
- Hourly wage plus mileage reimbursement, paid training also included (paid weekly)
- Work out of own home and report to a local Field Operations Supervisor (FOS)
- Responsible for
 - Ensuring that the Address Canvass operation is completed on time within their assigned area
 - Training Crew Leader Assistants (CLA) and Listers that report to them (approximately 16)
 - Observing newly trained listers to ensure they understand how to do their job
 - Meeting daily with listers and assigning/re-assigning work
 - Monitoring production reports and taking corrective action when needed including firing individuals not performing to established standards
- To be hired the person must pass a 30 minute multiple choice test, complete a job application and pass a criminal background check

Crew Leader Assistant* \$11.00 hr \$0.585 mile (subject to change per GSA rate)

- Hired to work a geographic area such as part of an Indian reservation and/or county.
- Full-time work lasting about 2 months (April – May or May – June)
- Requires a car
- Hourly wage plus mileage reimbursement, paid training also included (paid weekly)
- Work out of own home and report to a Crew Leader (CL)
- Responsible for
 - Assisting the Crew Leader in managing local staff which may include observing newly trained listers, assisting in training listers or re-training listers performing poorly, and meeting with listers on a daily basis
 - Completing address canvass work that may be assigned to them
- To be hired the person must pass a 30 minute multiple choice test, complete a job application and pass a criminal background check

Lister* \$11.00 hr \$0.585 mile (subject to change per GSA rate)

- Hired to work in the area/community in which they live (although good workers may be asked to help in other areas)
- Work must be completed during daylight hours during the week or weekends
- Part-time to full-time work lasting 6 to 10 weeks (April – May or May – June)
- Requires a car
- Hourly wage plus mileage reimbursement, paid training also included (paid weekly)
- Work out of own home but report to a Crew Leader in their local area
- To be hired the person must pass a 30 minute multiple choice test, complete a job application and pass a criminal background check
- Responsible for
 - Using a handheld computer to list all housing structures within an assignment area
 - Meeting established production goals to get work done
 - Meeting with their Crew Leader or Crew Leader Assistant Daily
 - Completely daily payroll

Approximate Number of Positions with North Dakota State:

Recruiting Assistants	<u>12</u>	Crew Leader Assistants	<u>40</u>
Field Operations Supervisor	<u>5</u>	QA Crew Leader Assistants	<u>10</u>
QA Field Operations Supervisor	<u>1</u>	Listers	<u>640</u>
Crew Leaders	<u>40</u>	QA Listers	<u>160</u>
QA Crew Leaders	<u>10</u>		

* = There will also be the same type of staff hired (only fewer people) to serve the role of Quality Assurance (QA FOS, QA CL, QA CLA, QA Lister). This staff will check a sample of the work completed by production listers starting approximately one week after address canvassing begins. Pay rates are the same as those for production work.

To apply for census field jobs the Census requires people to call the Census toll-free number at 1-866-861-2010 and sign up to be tested.