

**CENSUS TAKER (PART TIME)**

**TOMPKINS COUNTY**

**Department** Various School Districts  
**Classification** Non- Competitive  
**Labor Grade** \_\_\_\_\_  
**Approved** 3/76  
**Revised** \_\_\_\_\_  
**By** HH, Commissioner of Personnel  
**BBP Risk Factor** \_\_\_\_\_

**DISTINGUISHING FEATURES OF THE CLASS:**

Performs technical work by the compilation and reporting of statistical data. This is a responsible technical work involving the collection and reporting the annual census in the district of all persons from birth through eighteen years of age or twenty-one if handicapped. General supervision is received from the district principal. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Collects and compiles information to enumerate each person up to eighteen years of age or twenty-one if handicapped;  
Prepares questionnaires and other forms to be used in gathering and reporting raw data;  
Edits data for accuracy and completeness;  
Develops and prepares the statistical reports;  
May be required to follow-up with district residents in order to receive more detailed data;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of simple mathematics and statistical methods; working knowledge of the sources and methods of securing information; ability to communicate orally and in writing; ability to maintain and establish good relationships; resourcefulness; dependability; good judgement; tact and courtesy; good physical condition.

**MINIMUM QUALIFICATIONS:**

Any combination of training and experience that indicates the ability to the job.