

Census Taker Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Non-competitive

Approved: 3

Revised: 11/13

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

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

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this 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. The incumbent will perform all related duties 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.

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 judgment, tact and courtesy are required personal characteristics;
The employee's physical condition shall be commensurate with the demands of the position.

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