**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.

Originally created 03/76

C9.doc