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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : CENSUS TAKER
Code: 090200 HAA
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EXEMPT

GENERAL STATEMENT OF DUTIES

Under general supervision, takes yearly census of school age children. Does related work as required.

COMPLEXITY OF DUTIES

This is routine canvassing work calling for care and accuracy in compiling reports and thoroughness in investigating all families in the district.

TYPICAL DUTIES

1. Makes house to house canvass in district to check on school-age children.
2. Records name, date of birth, sex, address and other pertinent information on census report.
3. Arranges data and compiles report.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Reasonable knowledge of the geography of the school district.
2. Some knowledge of elementary clerical procedures.
3. Ability to understand and follow simple oral and written directions.
4. Ability to get along well with others.
5. Ability to write legibly.
6. Tact and courtesy.
7. Good physical condition.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school and preferably some clerical experience,
or

Satisfactory equivalent combination of education and experience.

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