



Borough of North Plainfield

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North Plainfield, New Jersey 07060
www.northplainfield.org

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The United States Census 2010 Bureau is looking to hire individuals to work on the upcoming Census.

Testing is scheduled for Monday, March 2, March 23 and Tuesday, April 21 and April 28, at the Senior Citizen/Community Center, 614 Greenbrook Road, North Plainfield, NJ. Testing times are 9:30 AM, 12:00 PM and 2:30 pm. Anyone interested should arrive 30 minutes prior to the testing time.

Identification, such as a passport, drivers license or social security card, will be required.

Pay will range from \$13.00 to \$20.00 per hour. For more information please call 1-866-861-2010.

U.S. Census Bureau

United States
Census
2010



What is the Census?

- The census is a count of everyone living in the United States every 10 years.
- The census is mandated by the U.S. Constitution.
- The next census is in 2010.
- Your participation in the census is required by law.
- It takes less than 10 minutes to complete.
- Federal law protects the personal information you share during the census.
- Census data are used to distribute Congressional seats to states, to make decisions at every level of government, and to distribute \$300 billion in federal funds to communities each year.

Why fill out the census form?

Every household in the country will receive a questionnaire in 2010. To ensure an accurate and fair count of all populations at all geographic levels in the nation, the Census Bureau needs you or someone in your household to respond to the census questionnaire.

- **It's important.** – Census data affect funding for your community, your community's representation in Congress and your community leader's planning decisions. More info. . . .
- **It's easy.** – The census questionnaire takes only a few minutes to answer and return by mail.
- **It's SAFE.** – Your responses are protected by law (Title 13, U.S. Code, Section 9). All Census Bureau employees have taken an oath to protect confidentiality and are subject to a jail term, a fine – or both – for

disclosing any information that could identify a respondent or household. [More info...](#)

- **It's required by law.** – The information you provide is combined with responses provided by your neighbors and other households across the country, to provide summary statistical data that are used by various local, state and federal agencies.

It's important.

- **Census affects funding in your community**
Census data directly affect how more than \$300 billion per year in federal and state funding is allocated to communities for neighborhood improvements, public health, education, transportation and much more. That's more than \$3 trillion over a 10-year period. Spending just a few minutes to fill out your census form will help ensure your community gets its fair share of federal and state funding.
- **Census affects your voice in Congress**
Mandated by the U.S. Constitution, the census is also used to apportion seats in the U.S. House of Representatives and to redistrict state legislatures. [More information about the 2010 Census Redistricting Data Program.](#) . . .
- **Census affects your representation in state and local government**
Census data are used to define legislature districts, school district assignment areas and other important functional areas of government.
- **Census informs your community's decisions**
The census is like a snapshot that helps define who we are as a nation. Data about changes in your community are crucial to many planning decisions, such as where to provide services for the elderly, where to build new roads and schools, or where to locate job training centers.



New York Region

CENSUS 2010 JOBS

The Census Bureau will hire thousands of people around the nation to conduct the 2010 Census. The New York Region will open various temporary Early Local Census Offices (ELCOs) in down state New York and Northern New Jersey in late 2008. Hiring will begin in the fall of 2008 and early 2009. However, the majority of temporary Local Census Offices (LCOs) will open in late 2009 with peak hiring taking place in the spring of 2010.

[Census 2010: Early Local Census Office Location & Position List](#)

[Census 2010: Early Regional Census Center Location & Position List](#)

The Census Bureau is an Equal Opportunity Employer. All selections are based solely on merit, fitness, and qualifications, and do not involve discrimination based on race, religion, national origin, marital status, sex, age or physical handicap.

CENSUS 2010 – NEW YORK REGION

EARLY LOCAL CENSUS OFFICE POSITIONS & DATES

- | | |
|--|---|
| MANAGEMENT STAFF | OFFICE STAFF |
| <ul style="list-style-type: none"> • Administrative Coordinator – (Early 2008) • Administrative Specialist – (Early 2008) • Space Leasing Specialist – (Early 2008) • Recruiting Coordinator – (Early 2008) • Assistant Recruiting Coordinator – (Fall 2008) • Partnership Coordinator – (Early 2008) • Area Manager – (Spring/Summer 2008) • Local Census Office Manager – (Fall 2008) • Assistant Manager for Recruiting – (Fall 2008) • Assistant Manager for Administration – (Fall 2008) • Assistant Manager for Field Operations – (Fall 2008) • Assistant Manager for Quality Assurance – (Fall 2008) | <ul style="list-style-type: none"> • Secretary - (Spring 2008) • Office Clerk - (Early 2008 / Mid 2010) • Regional Technician – (Spring 2008) • Office Operations Supervisor - (Early 09) • Recruiting Assistant - (Fall 2008) • Administrative Assistant - (Fall 2008) |
| FIELD STAFF | |
| <ul style="list-style-type: none"> • Enumerator - (Early 2009 to Mid 2010) • Crew Leader - (Early 2009 to Mid 2010) • Assistant Crew Leader - (Early 2009 to Mid 2010) • Field Operations Supervisor - (Early 2009 to Mid 2010) | |

2010 Census Employment Online



Local Opportunities

CENSUS BUREAU

1. Visit the Census website
www.census.gov
Regional Offices
New York Regional Office
Regional Employment
2. Jobs listed:
Regional Office jobs
2010 Census jobs
3. Regional Office – 2010 Census Jobs
Follow the hyperlinks to view announcements
4. Contact us:
U.S. Census Bureau-New York
330 West 34th Street – 13th Floor,
New York, New York 10001.
Call (888) 210-8701
Contact: Mrs. Randall
<http://www.census.gov/2010censusny>

Other Opportunities

USAJOBS

1. Visit USAJOBS website
www.usajobs.gov
2. Use Tabs – Search Jobs & My USAJobs
Search Jobs
Enter CENSUS in Keyword Search.
Press SEARCH JOBS at bottom of page.
Census jobs available around the country will be shown.
3. My USAJOBS
Create account and write resume.
4. Follow instructions on job announcement.
5. * To preview questions for each job scroll down to the bottom of the Qualifications & Evaluation page.

IT'S IN OUR HANDS

www.census.gov/2010census

New York Region

2010 Census Employment

Resources and Services

Programs and Surveys

Partner Information

Regional Fun Facts

Regional Employment

About the Region

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Census 2010 Jobs positions

up coming

[Administrative Assistant \(Somerset County, NJ\)](#)

[Administrative Assistant \(Hudson County, NJ\)](#)

[Administrative Assistant \(Westchester County, NY\)](#)

[Administrative Assistant \(Nassau County, NY\)](#)

[Administrative Assistant \(Queens, NY\)](#)

[Administrative Assistant \(NY County - Manhattan, NY\)](#)

[Administrative Assistant \(Bronx County, NY\)](#)

[Administrative Assistant \(Kings County - Brooklyn, NY\)](#)

[Optional Federal Application - OF-612 \(PDF 58k\)](#)

[Declaration for Federal Employment \(OF306\)](#)

[Download SF-15](#)

To request an application call 1-800-991-2520 or write:
U.S. Census Bureau-New York
Program Recruiter
395 Hudson Street, Ste 800
New York, NY 10014-7451
Phone: (212) 584-3400

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2010 Census Employment

Visit our Census 2010 Jobs page to get information about up coming positions to help us conduct the 2010 Census.

[IT Specialist \(Internal\)](#)

[IT Specialist \(External\)](#)

[Secretary \(Internal\)](#)

[Secretary \(External\)](#)

[Clerk \(Internal\)](#)

2010 Census Employment

Available positions are listed below in PDF format.
Select a position to view recruiting bulletins.

Census Clerk

What will you do?

Clerks are vital to the successful performance of a Local Census Office (LCO). Clerks are hired and trained in each LCO to perform different office activities that support field activities. Clerks' duties could be to:

- Answer applicant calls and schedule tests.
- Support Recruiting Assistants.
- Process employee payroll and personnel actions.
- Provide administrative support for field staff.

Almost all clerk positions require the use of personal computers.

Where and when will you work?

Clerks work inside an LCO. Clerical work is intermittent; clerks receive pay for hours worked and cannot exceed 8 hours per day or 40 hours per week. Although most clerks work during daytime office hours, some may work in the evenings and on weekends.

Be part of the 2010 Census Team!

- Earn competitive pay.
- Get paid weekly.
- Work flexible hours.
- Receive paid training.
- Be reimbursed for authorized mileage and expenses.
- Help your community have a successful 2010 Census.

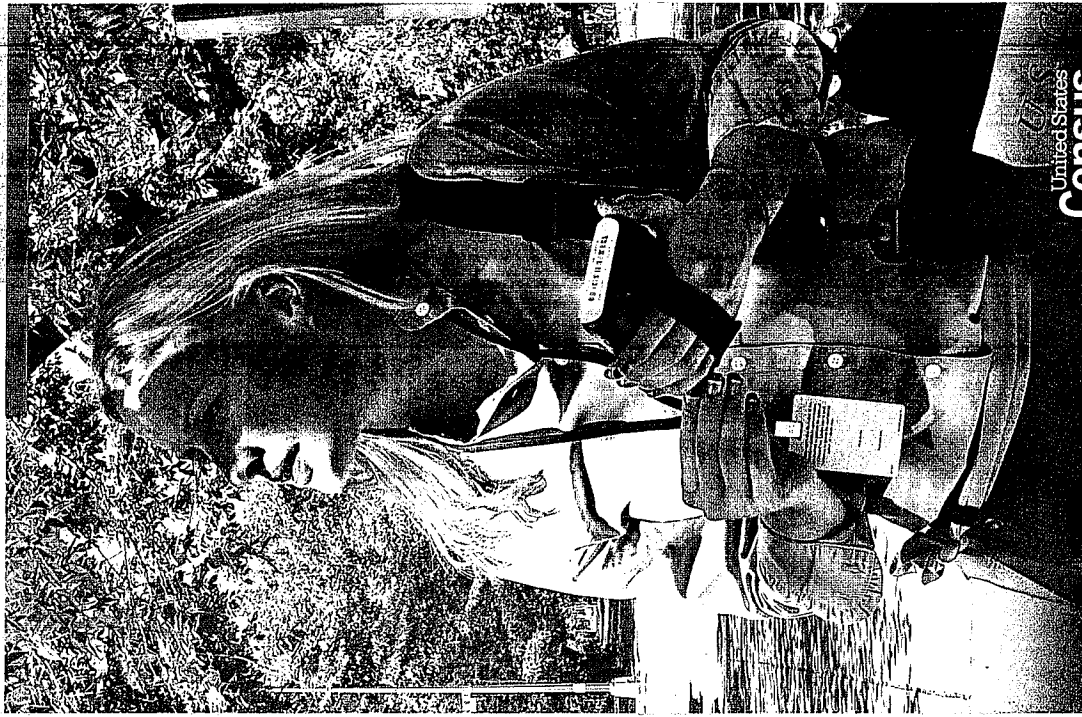
Apply today!

For more information, call us at our toll-free number:
1-866-861-2010

TTY Callers: Please use
the Federal Relay Service at
1-800-877-8339

Call to schedule an appointment to take the test and apply for a job.

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United States
**Census
2010**

USCENSUSBUREAU

D-934
6/23/2008

Census Taker (also known as an Enumerator)

What will you do?

- Locate households.
- Update address lists.
- Explain the purpose of the census.
- Conduct interviews with respondents.
- Record responses on paper forms or hand-held computers.
- Meet with your Crew Leader every day to turn in completed work and payroll forms and to discuss your progress.

Where and when will you work?

Census takers usually work in their own neighborhoods or communities. Census takers work in the field and must work varied hours, not exceeding 40 hours per week. Some operations occur during regular daylight hours. Others, which require personally interviewing respondents, mean census takers must work when people are at home, usually evenings and weekends. Census taker assignments usually last 5 to 10 weeks.



Crew Leader

What will you do?

Crew Leaders train, supervise, and review the work of a group of census takers (crew). They meet with each census taker on a daily basis to:

- Supervise census takers and Crew Leader Assistants.
- Review and approve the daily payroll records for their staff.
- Train census takers and Crew Leader Assistants.
- Ensure that procedures are followed.

In some operations, crew leaders use hand-held computers as required by their work.

Where and when will you work?

Crew Leaders work in the field. They must work varied hours, not exceeding 40 hours per week. The Crew Leaders meet with crews regularly. This means being available days, evenings, and weekends. Crew Leader assignments generally last 5 to 10 weeks.

Crew Leader Assistant

What will you do?

Crew Leader Assistants will:

- Assist the Crew Leaders by performing delegated tasks (e.g., meeting with census takers to review their work and answer questions).
- Perform some of the same field work as census takers.

Where and when will you work?

Crew Leader Assistants usually work in their own neighborhoods or communities. Crew Leader Assistants work in the field and must work varied hours, not exceeding 40 hours per week. Some operations take place during the day while others occur during the evening. Crew Leader Assistant assignments usually last 5 to 10 weeks.

Recruiting Assistant

What will you do?

Recruiting Assistants promote census jobs, find applicants for census jobs, and work in their communities with local organizations that agree to help find local residents to work for the census. Recruiting Assistants also:

- Locate, set up, and run applicant employment test sessions.
- Ask community organizations to donate space for testing and training.
- Review and send applicants materials to and from the LCO.

Where and when will you work?

Recruiting Assistants work in the field where and when needed; this means daytime, evening, and sometimes weekend hours, not exceeding 40 hours per week. They must have reliable transportation. Some Recruiting Assistants will begin work in October 2008, with more starting in October 2009. Recruiting Assistants who complete their assignments may be eligible to work as Crew Leaders, census takers, or office clerks in remaining operations.

List B

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

List C

- U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment).
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
- Original or certified copy of a birth certificate, issued by a state, county, municipal authority, or outlying possession of the United States, bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (Form I-197).
- ID Card for Use of Resident Citizen in the United States (Form I-179).
- Unexpired employment authorization document issued by the U.S. Department of Homeland Security (other than those listed under List A).

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- Get paid weekly.
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- Receive paid training.
- Be reimbursed for authorized mileage and expenses.
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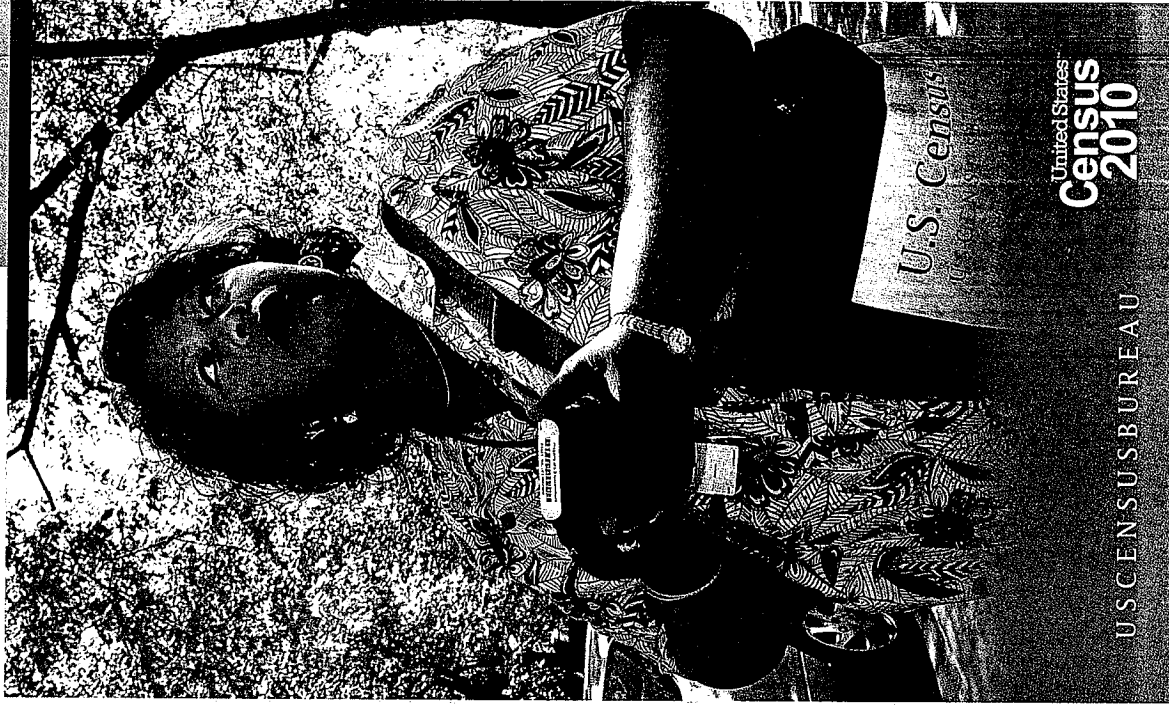
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**Call to schedule an appointment to
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Make Money . . . Make a Difference

*With a Job You Can Be Proud Of!
Work on the 2010 Census*



U.S. CENSUS BUREAU

United States
**Census
2010**

D-261
6/23/2008

Your community's involvement is important, and you can help!

In spring 2009 and in early 2010, several thousand temporary census jobs will be available for qualified applicants. Assignments will last 5 to 10 weeks. Bilingual applicants are encouraged to apply. The 2010 Census is your opportunity to be part of something exciting and challenging that will have a direct impact on your community.

It's an important job and an exciting opportunity!

By working on the 2010 Census, you'll help the federal government to:

- Apportion the seats in the House of Representatives.
- Draw state legislative districts.
- Distribute more than \$300 billion annually in federal, state, local, and tribal funds.
- Evaluate the success of community programs.
- Identify populations that might be open and responsive to new services.
- Determine sites for new businesses.

Census positions are temporary.

Conducting a census requires us to fill a wide variety of positions. For the 2010 Census, thousands of census takers are needed for temporary jobs. These employees conduct interviews with community residents and update addresses. Most positions require a driver's license and use of a vehicle.

What do the jobs pay?

Census jobs pay competitive wages in your area. Also, census workers are reimbursed for authorized expenses, such as mileage.

Will you use a computer?

For the address listing operation, census takers will use hand-held computers in the field to verify addresses. You will be paid for training.

What is the work schedule?

For census taker and Crew Leader jobs, work schedules vary. In the field, some census operations require you to work during daylight hours. For other operations, which require interviewing the public, you must be available to work when people are usually at home. This includes evenings and weekends.

For office jobs, hours are less variable, but can involve shift work.

Will you be hired?

Due to the nature of census work, a large number of people apply and take the employment test. Not everyone who is qualified will be hired. Applicants who are selected will be called when jobs are available.

You may qualify if . . .

- You are a U.S. citizen.
- You are not a U.S. citizen, and only if no U.S. citizens are available, especially in areas where bilingual ability is a necessary qualification.
- You are at least 18 years old.
- You have a valid social security number.
- You take a written test of basic skills.
- You pass a background check.
- You have a valid driver's license (for field jobs only).
- You commit to 3 1/2 days of training. You will be paid for these days at your regular hourly rate. Training will be held either during daytime hours or during evening and weekend hours.

Note: Males born after December 31, 1959, must be registered with Selective Service.

About the employment test.

The employment test consists of 28 multiple-choice questions designed to measure the skills and abilities required to perform a variety of census jobs, such as:

- Clerical skills.
- Reading.
- Number skills.
- Interpreting information and evaluation alternatives.
- Organizational skills.

You will have 30 minutes to complete the test. You may retake the test if you would like to improve your score.

What identification do you need?

Bring to the testing session one form of identification from List A or B and one from List C.

List A

- U.S. passport (unexpired or expired).
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- An unexpired foreign passport with a temporary I-551 stamp.
- An unexpired Employment Authorization Document that contains a photograph.
- Form I-766, I-688, I-688A, I-688B.
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.

