



## Census Clerk

### What will I do?

Clerks are vital to the successful performance of a Local Census Office (LCO). As a census clerk, you will perform a variety of office duties that support field activities.

Clerks' duties may include:

- ✓ Answering applicant calls and scheduling tests
- ✓ Supporting recruiting assistants
- ✓ Processing employee payroll and personnel actions
- ✓ Providing administrative support to field staff
- ✓ Using a computer to conduct tasks

### Where and when will I work?

Clerks work inside the LCO, and their work is intermittent. Work hours 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.

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**Census**  
**2010**

It's In Our Hands