

# U.S. Census Bureau



Join our diverse, creative team for  
Census 2020 and directly impact your  
community.

Dallas Regional Census Center, Irving, TX

## Available and Upcoming Positions:

**Recruiter**—\$65K to \$102K / YR.

**Space Leasing Rep.**—\$65K to \$102K / YR.

**IT Specialist** —\$54K to \$102K / YR.

**Recruiting Assistant**—\$35K to \$46K / YR.

**Clerk**—\$31K to \$46K / YR.



Visit us for current open positions:

<https://census.gov/about/regions/denver/jobs/all.html>



United States  
**Census  
2020**

# Job Descriptions

## **Area Manager**

Assists the Regional Director in the management of all field, office, and evaluation operations for Census Operations. Responsible for the supervision and oversight of the Area Census Offices (ACO). Ensures that all Area Census Office operations are completed on time and within budget and data quality standards. Is responsible for interviewing prospective candidates, training and evaluating present employees.

## **Recruiter**

Primary responsibility is planning and coordinating all Regional Census Center (RCC) and Area Census Office (ACO) recruiting activities. Directs the recruiting process to ensure that sufficient numbers of Census Field Supervisors, Enumerators and other field and office personnel are identified, tested, and hired for temporary census jobs. Coordinates initial contacts with state, and local public employment agencies, media outlets, community and business leaders, and other appropriate sources to recruit key RCC and management level staff for Area Census Office (ACO) positions.

## **IT Specialist**

Works with clients and customers to assess IT needs, provide expert technical information or assistance, and resolve fairly complex or non-routine problems. Identifies IT related problems using a variety of materials or sources, and uses sound judgment to generate and evaluate alternatives; makes decisions or recommendations that influence IT policies or programs and applies new developments to previously unresolved problems.

## **Space Leasing Specialist**

Implements space acquisition and leasing operations for an assigned group of Area Census Offices (ACOs) within the jurisdiction of the Regional Census Center (RCC) and performs related space acquisition functions, including reviewing construction buildouts per specifications, and creating leasing files and identifying special requirements. Assures that assigned Area Census Office (ACO) sites are identified, occupancy agreements (OAs) are signed, and furniture and equipment are installed in time for scheduled occupancy. Takes action to advise the General Services Administration (GSA) to extend or terminate assigned leases and services when appropriate and ensures certification and payment of bills associated with the office space occur in a timely manner.

## **Recruiting Assistant**

Performs recruiting activities to ensure there is a sufficient pool of qualified applicants for temporary employment. Meets with and distributes recruiting packets to state, local and tribal governments, local businesses, local public and state employment agencies, media outlets, community centers, religious groups and other appropriate sources to recruit for a variety of positions. Maintains good public relations with applicant referral and other employment sources. Puts up posters, and distributes flyers at work job fairs.

## **Clerk**

The incumbent of this position performs a combination of administrative and clerical duties to support multiple areas of the Regional Census Center.

*The U.S. Census Bureau is an Equal Opportunity Employer. The Census Bureau does not discriminate in employment on the basis of color, religion, creed, sex, national origin, political affiliation, sexual orientation, marital status, disability, age or membership in an employee organization or other non-merit factor.*



## **WHAT TO EXPECT WHEN APPLYING FOR A 2020 CENSUS JOB**

- Application process will be **online** and in English only
- There will be a paper option for rare circumstances where online is not possible
- An online assessment is part of the application process and will be in both English and Spanish
- Must be a U.S. Citizen
- Must have an email address – you can create a free gmail account or any other account of your choice
- There is a time delay between application submittal and actual hiring – it can take up to 3 months between job posting and start date
- A background check with fingerprints is required once selected for employment
- All Census positions will require employees to use some type of computer/phone/technology to do their work. The Census provides these devices
- Office management jobs will be on a different website from that of office clerks, enumerators, recruiting assistants, and field supervisors. Currently, the website for all 2020 Census jobs is:  
<http://census.gov/about/regions/denver/jobs/all.html>
- First field jobs for recruiting assistants will open in early September 2018
- CCC/Partners should identify areas of good internet connectivity where applicants can go to apply for jobs