

U.S. Census Bureau Employment Opportunities

AREA CENSUS OFFICE –ACO

**U.S. Census
Bureau
Employment
Opportunities**

*Openings available in
your area!*

POSITIONS COMING SOON

WWW.USAJOBS.GOV

AREA CENSUS OFFICE MANAGER

LEAD CENSUS FIELD MANAGER

CENSUS FIELD MANAGER

ADMINISTRATION MANAGER

IT MANAGER

RECRUITING MANAGER

FALL 2018

2020census.gov/jobs

RECRUITING ASSISTANT

CENSUS FIELD SUPERVISOR

OFFICE OPERATIONS SUPERVISOR

ENUMERATOR

CLERKS

For more information about
available jobs or assistance with
applying online call

1-888-480-1639

United States™
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

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ACO Job Titles & Descriptions

Area Census Office Manager – Responsible for the general supervision and administration of the office

Census Field Manager – Responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary.

Administration Manager – Responsible for administrative functions, such as personnel, payroll and supply. Manages and monitors all office requisitioning, equipment and shipping.

IT Manager – Leads all office computing environment, mobile computing environment, and automation support efforts.

Recruiting Manager – Oversees the recruiting and testing of job applicants for field position and clerks.

Recruiting Assistant - Assists in recruiting and testing job applicants.

Census Field Supervisor - Appoints, trains, and supervises Enumerators that are engaged in data collection.

Office Operations Supervisor – Coordinates, supervises, and oversees the work of office clerks in specific functional areas.

Enumerator - Locally hired workers who perform field enumeration activities in and around their respective neighborhoods.

Clerk - Office clerks perform a wide variety of clerical functions in support of field data collection, recruiting, payroll/personnel, automation technology, and quality assurance operations