



The Village of
Glenview

Glenview Special Census

Now Hiring:
Enumerators
Clerical Staff
Crew Leader

DESCRIPTION:

The Village of Glenview, Illinois seeks applications for the positions of Crew Leader, Clerical Staff, and Enumerator for a Partial Special Census to be conducted beginning in June. Most positions involve locating households, updating addresses, and conducting interviews with respondents. A few involve supervisory or clerical duties.

The job assignment lasts approximately 4 weeks and is temporary. Enumerators work flexible hours, primarily evenings and weekends when respondents are home.

Please refer to the Special Census fact sheet on the U.S. Census Bureau website, located <https://www.census.gov/programs-surveys/specialcensus/employment.html>

QUALIFICATIONS:

Applicants need to be at least 18 years old. Applicants must have a valid driver's license and a vehicle available for their use, should have the ability to hear responses and to read questionnaires, should be able to work several hours a day (a minimum of 25 hours a week, with a preference of 40 hours per week). The work assignment includes walking and climbing stairs. Applicants should be available for day, evening and weekend work, as needed, and should be available to attend a mandatory four day training session.

PAY/BENEFITS:

Enumerators are paid \$15.18 per hour, clerical staff \$12.18 per hour, and the crew leader \$16.68, plus mileage. Mileage for miles driven while working are eligible for reimbursement. The commute to and from the work site is not eligible for mileage reimbursement. These positions do not require overtime and overtime is not authorized. Individuals selected for these positions will be employees of the U.S. Census Bureau

HOW TO APPLY:

Applicants must complete the U.S. Census Bureau application:

<https://www2.census.gov/about/regions/employment-forms/bc-170d.pdf> . Applicants may submit the completed application by emailing it to hr@glenview.il.us or delivering a hard copy to Village Hall, 2500 E. Lake Ave, Glenview, IL 60026. **The application deadline is 5:00 p.m. Friday, April 14.**

PRE-EMPLOYMENT PROCESS

Applicants will be contacted via email to confirm their attendance for mandatory group testing which will be held on Monday, April 24. The purpose of the test is to further determine suitability for Census employment.