U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU
FIELD RECRUITMENT BULLETIN

RECRUITMENT BULLETIN NUMBER: 22-29-001-FR-EXT

Atlanta Regional Office
Atlanta, GA 30303

POSITION: Field Representative

ISSUE DATE: January 1, 2022
CLOSING DATE: December 31, 2022

SALARY RANGE:
GG-0303-04: $ 15.47 - $21.42 per hour

NUMBER OF POSITIONS: Few

DUTY LOCATION: Applicants selected for this position will have their home as their Duty Station and will be required to travel throughout their local area on a routine basis.

WHO MAY APPLY: External – All U.S. Citizens who have a physical residence within the area of consideration listed below when applying.

PROMOTION POTENTIAL: The full promotion potential for this position is to the Grade 4.

This is a time-limited appointment with a not-to-exceed (NTE) date. At any time, you may be extended (up to a maximum of 4 years), released or converted to a permanent appointment at management discretion.

BENEFITS: As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

If hired, you may be eligible for with-in grade increases and health benefits under the Affordable Care Act depending on the length of your initial appointment. You are not entitled to paid holidays if you are placed on an intermittent work schedule or promotions if your initial appointment is less than a year.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

SELECTIVE FACTOR: In limited areas, this position may have a language requirement. Indicate clearly on your application/resume the language(s) that you speak, read, and write fluently. Bilingual applicants are encouraged to apply.

WORK SCHEDULE: This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

AREA OF CONSIDERATION: Applications will be accepted from all sources within the following geographic area(s):

- Alabama: All Counties
- Florida: All Counties
- Georgia: All counties, except Cobb, Dekalb, and Fulton

- Louisiana: All Parishes
- Mississippi: All Counties
- North Carolina: All Counties
- South Carolina: All Counties

RELOCATION EXPENSES WILL NOT BE PAID.

DUTIES: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 50 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.

QUALIFICATIONS:

Grade 4: Applicants qualify for the grade 4 position based on their completion of the BC-172, Assessment.

CONDITIONS OF EMPLOYMENT:

- **Physical Demands: Incumbent must have good hearing and the ability to read small print found on survey forms. Incumbent must be in good physical condition to drive, walk, stand, and climb stairs for extended periods. Incumbent is occasionally required to lift boxes of survey materials weighing up to 50 pounds.**
- Must be willing to work days, evenings, and weekends.
- Must have use of an automobile, valid driver's license.
- Must be willing to travel overnight for work assignments, training, etc.
- Must be willing to use all methods of communication (face to face, phone call, emails, letter, etc.).

EVALUATION CRITERIA:

Applicants must complete and submit a 33 question Assessment (BC-172). Eligible applicants will be ranked based on their assessment score plus any Veterans' preference entitlements. All applications and assessment scores will remain active for two years. After two years, unselected applicants will be required to complete a new application and assessment to be considered for future positions.

HOW TO APPLY: Interested applicants may apply by completing the following:

- A Census Employment Inquiry (BC-170)
- Additional Applicant Information (BC-171)
- Assessment (BC-172)

Applicants should reach out to the Regional Office in order to receive an application package containing the three forms listed above. The three forms should be filled out in their entirety and mailed back to the Regional Office using the pre-postmarked envelope included in the application package.

On some occasions, the Regional Office may conduct assessment sessions. Interested applicants may arrive at the session to complete the entire application package, or drop off an application package that was previously completed and never mailed back to the Regional Office.

The following information is needed to determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social Security Number
- Date of Birth
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Highest Federal civilian grade held (if applicable).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

SUBMITTING APPLICATIONS

Contact the Regional Office to request an application package. Completed application packages must be submitted to: U.S. Census Bureau, Atlanta Regional Office, 101 Marietta Street Suite 3200, Atlanta GA 30303. **For more information on this vacancy, call Recruiting at (800) 424-6974, Ext. 53959.**

Contact the Regional Office to request an application package. Bring the completed application package to a scheduled assessment session. Contact the Atlanta Regional Office Recruiting at **(800) 424-6974, Ext. 53959** for details regarding assessment sessions, and for more information on this vacancy.

OTHER IMPORTANT INFORMATION:

- Must be a U.S. citizen
- Must be 18 years of age or older.
- You must pass a background investigation.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- Veterans' Preference - Applicants claiming 10-point Veterans' preference MUST submit the SF-15. Application for 10-Point Veterans' Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from the Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' preference. Applicants claiming 5-point Veterans' preference must submit a DD-214 to receive preference.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or "buyout" and subsequently return to a position in Federal agencies, whether by re-employment or contracts for personal services are obligated to repay the full amount of the buyout to the agency that paid it within a specified time period.
- Trial Period: Applicants selected for this position are required to serve a trial period. The trial period is one year of continuous service for preference eligible candidates and two years of continuous service for non-preference eligible candidates in the same or similar position. During this trial period, candidates may be removed from this position for poor performance and will not have appeal rights to the Merit Systems Protection Board (MSPB).
- Disabled Veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling the Atlanta Regional Office at **(800) 424-6974, Ext. 53959**.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency at (800) 424-6974, Ext. 53959. The decision of granting reasonable accommodations will be made on a case-by-case basis.

The U.S. Department of Commerce is an Equal Employment Opportunity Employer

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.