

SURVEY WORKER

NATURE OF WORK IN THIS CLASS:

This is routine clerical work involved in performing field interviewing or census enumeration work in support of research or survey projects.

Employees in this class work independently, after initial classroom training, in the field following specified procedures.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Receives procedural training on the survey or census to which assigned; learns the nature, scope, and objectives of the survey or census and the specific procedures to be followed in collecting the data.

Interviews the public following specified sampling procedures; asks questions following specified outline on questionnaire and records answers.

Reviews, classifies, and sorts questionnaires following specified procedures and criteria.

Insures accurate and complete answers to all survey questions.

May tally and prepare statistical reports on answers to specific questions following detailed instructions.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply survey procedures.

Ability to learn the nature, scope, and objectives of a survey.

Ability to locate specified sample addresses in the conduct of survey or census.

Ability to interview the public following specified outline on questionnaire.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

No experience or training is required. Minimum knowledge, abilities and skills listed above are required.

SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission