

MAJOR FUNCTION

This is field work surveying neighborhoods door-to-door to collect disconnected youth data. Work includes frequent public contact and is performed under the supervision of the Youth Program Manager.

ESSENTIAL JOB DUTIES**Essential Duties**

Accurately count the number of disconnected youth in the City of Tallahassee census tracts utilizing population mapping tools. Employ Census Bureau methodology (door-to-door) in designated City census tracts to formulate desired population data.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills (As applicable to designated positions)**

Good written and verbal communication skills. Ability to interact with the public. Ability to follow oral and written instructions. Ability to record obtained information accurately. Ability to walk long distances daily.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Must be 18 years of age or older.

Established: 07-10-18