

# Join the 2020 Census Management Team



The U.S. Census Bureau is seeking qualified, experienced managers for the San Jose, CA Area Census Office.

Apply for the 2020 Census Team, if you are skilled in -

- Planning
- Managing
- Handling fast-paced operation
- Paying attention to detail

Are you up for the challenge?

## Administrative Manager San Jose, CA

**\$37.50 per hour**

**Responsibilities:** Responsible for office administrative activities; including, processing job applications for thousands of applicants, managing applications for thousands of applicants, managing applicant selection (telephone Interviews and job offers), processing personnel actions for several hundred or more hires, and processing payroll for several hundred or more employees a week.

### Conditions of Employment

- U.S. citizen and be 18 years or older to be hired.
- Suitability/Background Investigation for Federal employment.
- Registered for Selective Service if applicable. ([www.sss.gov](http://www.sss.gov))

**Apply today!**

**Application deadline 7/31/2019**

**<https://www.usajobs.gov/GetJob/ViewDetails/539424700>**

**Job Announcement Number RCC2020LA-2019-0935**

### Application tips

<https://www.youtube.com/watch?v=bqYkbnuiJU>

For additional information, call 1-855-314-6664 or visit:

[www.census.gov/fieldjobs](http://www.census.gov/fieldjobs)

Positions are temporary.