

Survey Interviewers and Statistical Clerks

Survey interviewers and statistical clerks are responsible for collecting, recording, and managing data for research, surveys, and administrative purposes. They ensure the accuracy and reliability of information, supporting statistical analysis and decision-making processes.

Duties and Powers:

- Conduct surveys and interviews to collect data from individuals, households, or organizations.
- Record responses accurately and maintain confidentiality of information.
- Enter, update, and verify data in databases or statistical systems.
- Prepare and organize questionnaires, forms, and survey materials.
- Check completed surveys for accuracy, completeness, and consistency.
- Assist in designing data collection methods and sampling procedures.
- Compile and summarize data into reports or tables for analysis.
- Coordinate with supervisors and researchers to resolve data issues.
- Ensure compliance with ethical standards, privacy regulations, and organizational procedures.
- Maintain and manage physical and electronic records for easy retrieval and auditing.