

INFORMATION FOR TYPING CERTIFICATES

CRITERIA

The unaltered copy of your typing certificate MUST be submitted at the time of application.

Typing certificates must have been issued within the past two years and contain the following information:

1. The name of the applicant;
2. The date the typing skills test was administered;
3. The duration of the typing skills test (5 minutes minimum);
4. The gross words typed per minute;
5. The number of errors made (no more than 5 errors);
6. The net* words typed per minute; and
7. The name of the organization/agency and signature of the person administering the test.

The Typing Certificate must be obtained from an accredited business college, educational institution, public agency, professional service or business concern which routinely provides typing verification documentation in their normal course of business.

Typing Certificate obtained from the internet is NOT acceptable.

*Note: Net words per minute must be computed as follows:
Gross words per minute minus 2 words penalty for each error.

HOW TO SUBMIT

Copies of typing certificates that have been identified as being required in the recruitment announcement should be submitted immediately in order for your application to be accepted.

You may submit a copy of your unaltered typing certificate via: the "Attachments" section of the online application at the time of submittal; fax to (619)236-1196; or in person at 1600 Pacific Hwy. Room 207, San Diego, CA 92101.

TYPING REQUIREMENTS

The typing requirement may be different on each individual recruitment. A minimum typing speed of 30 net words per minute is required on some of the recruitments, and 50 or 60 net words on other recruitments. Please review each application for specific recruitment requirements.

COUNTY OF SAN DIEGO EMPLOYEES

If you are a County employee currently in a position that required the same typing requirement as the position(s) for which you are applying, you do NOT need to submit a typing certificate.

WHERE TO OBTAIN A TYPING CERTIFICATE

Typing certificates may be obtained at any of the following Adult Education Centers and Employment Agencies.

Title	Address	Phone Number
Centre City (No Cost)	1400 Park Blvd., Rm. 203, San Diego	(619) 388-4600
Cesar Chavez (No Cost)	1960 National Ave., San Diego	(619) 230-2895
Chula Vista Adult (\$18)	1034 Fourth Avenue, Chula Vista	(619) 691-5760
Clairemont Adult (No Cost)	3890 Modoc Street, Rm. B-2, San Diego	(619) 388-1873
Foothills Adult (\$5 Cash)	1550 Melody Lane, El Cajon	(619) 401-4122
Mid-City (San Diego)(No Cost)	3792 Fairmont Ave., Rm. 308, San Diego	(619) 388-4500
Montgomery Adult (\$18 Cash)	3240 Palm Avenue, San Diego	(619) 628-3017
National City Adult (\$18 Cash)	517 Mile of Cars Way, National City	(619) 336-9400
North City Center (No Cost)	8401 Aero Dr, San Diego	(619) 388-1800
Poway Adult (\$10 Cash)	13230 Evening Creek Dr. #220, Saber Springs	(858) 668-4000
San Ysidro Adult (\$18)	4220 Otay Mesa Road, San Ysidro	(619) 428-7200
West City Center (No Cost)	3249 Fordham Street, Rm. 2, San Diego	(619) 221-6973
Miramar College (No Cost)	10440 Black Mountain Rd Bldg I Room 107	(619) 388-1800