



Typing Skills Assessment Instructions

For the Typing Skills Assessment, the City of Culver City, Human Resources Division is requesting a certified typing certificate to be submitted for the clerical recruitments.

The certificate must be:

- Issued by an accredited school or agency.
- Dated no later than one (1) year prior to the filing deadline listed on the recruitment bulletin.

The certificate must also contain the following:

- Agency's official emblem/logo
- Name of applicant
- Verification of a five (5) minute testing process
- Number of net words per minute – **(refer to the job posting)**
 - **Secretary – the typing requirement is 50 words per minute**
 - **Administrative Secretary – the typing requirement is 60 words per minute**
- Number of errors
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of agency certifying the certificate

Self-administered typing test over the internet will NOT be accepted.

It is the responsibility of the applicant to ensure that the certificate issued by any agency meets the requirements stated above. You will be notified as to whether or not your typing certificate is accepted.

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.

Typing Test Locations

**Here is a list of local agencies that offer the certified typing test certificates.
Contact the agencies directly to verify the information.**

<p>Monrovia Community Adult School 920 S. Mountain Ave. Monrovia, CA, 91016 626-471-3035 Please call for times</p>	<p>Long Beach Community College (LBCC PCC OR LBCC LAC) 1305 E. Pacific Coast Hwy Long Beach, CA, 90806 562-938-4111</p>
<p>Burbank Workforce Connection City of Burbank 301 East Olive Avenue, #101 Burbank, CA. 91502 818-238-5021 Cost: \$7 cash, walk in okay Please call for times (limited hours)</p>	<p>Orange County One Stop Center 7077 Orangewood Ave., Suite 200 Garden Grove, CA. 92841 714-241-4900 Cost: no cost, walk in okay but must register when arrive, first come first served Please call for times</p>
<p>South Bay One Stop Business and Career Center 110 South La Brea Avenue, 5th Floor Inglewood, CA. 90301 310-680-3800 Cost: no cost; walk-in Hours: Tuesdays 2pm-4pm, Thursdays 9am-Noon Please call for more times</p>	<p>Gardena South Bay One Stop Business and Career Center 16801 S. Western Avenue, Suite A Gardena, CA. 90247 310-538-7070 Cost: no cost, walk in okay but must register. Appointments are recommended. Please call for times</p>