



Typing Skills Assessment Instructions

For the Typing Skills Assessment, the City of Culver City, Human Resources Department is requesting a certified typing certificate to be submitted for the Police Records Technician recruitment.

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 – **the typing requirement is 35 words per minute**
- Number of errors
- Date of certificate
- Signature of person certifying the certificate
- Address and telephone number of the 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.

DEADLINE: All certificates MUST be emailed to paola.garcia-vargas@culvercity.org to receive consideration, even if you have already submitted with your online application. The deadline to submit your certificate is **Tuesday, October 4, 2022 by 5:00PM.**

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 Cost: \$20 Cash only; by appointment Hours: Monday – Thursday 8:30am – 2:00pm Please call for more times</p>	<p>Long Beach Community College (LBCC PCC OR LBCC LAC) 1305 E. Pacific Coast Hwy Long Beach, CA, 90806 (562) 938-4111 For more information, please refer to the LBCC Site.</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>