

# CITY OF SAN DIEGO

## TYPING CERTIFICATE INFORMATION

### GENERAL INFORMATION:

Typing certificates must be obtained from an accredited business college, educational institution, public agency, professional service or business which routinely provides typing verification documentation in their normal course of business. **NOTE: Typing certificates obtained from the internet are NOT acceptable.**

You may submit a COPY, (see NOTE under "HOW TO SUBMIT") of your typing certificate, however, the copy must be legible, issued under International Typing Contest Rules 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 min. minimum);
4. The gross (uncorrected) words per minute (wpm);
5. The number of errors made (more than 5 errors will not be accepted);
6. The net (corrected) words typed per minute (Net wpm must be computed as follows; Gross wpm minus 2 wpm for each error.); and
7. The name of the organization/agency and signature of the person administering the test.

### TYPING REQUIREMENTS:

Typing requirements may be different for each recruitment. Some positions require a minimum net (corrected) typing speed of 30 wpm, while others may require a minimum of 50 wpm. Please review each job bulletin for details.

### CURRENT OR PRIOR CITY OF SAN DIEGO EMPLOYEES:

If you have worked for the City of San Diego in a job classification that requires or exceeds the minimum typing requirement, you do not need to submit a typing certificate.

### HOW TO SUBMIT:

If you submit your typing certificate in person, submit a legible photocopy. The copy will be uploaded to your application and typing speed will be recorded on your applicant profile.

If you mail a copy of your typing certificate, the typing speed data will be recorded on your application. The certificate will then be attached and filed with your application.

Mailing address: 1200 3<sup>rd</sup> Avenue, Suite 300  
San Diego, CA 92101  
Fax: (619) 533-3337

**NOTE:** Some positions will require you to submit your original typing certificate. The job bulletin will give this information. If you mail your original typing certificate mailed back to you, you will need to submit a self addressed stamped envelope.

## WHERE TO OBTAIN A TYPING CERTIFICATE\*

\*Dates and hours are subject to change, please call to verify. You may also contact other Adult Education Centers and campuses to determine if they conduct typing tests. Some fees may apply.

### CENTRE CITY:

1400 Park Blvd., San Diego, CA 92101  
(619) 388-4600

### MID-CITY CAMPUS:

3792 Fairmount Ave., San Diego, CA 92105  
(619) 388-4500

### CESAR CHAVEZ CAMPUS:

1960 National Ave., San Diego, CA 92113  
(619) 230-2895

### ECC (Educational Cultural Complex):

4343 Ocean View Blvd., San Diego, CA 92113  
(619) 388-4956

### SOUTH COUNTY CAREER CENTER

1111 Bay Blvd., Ste. E, Chula Vista, CA 91911  
(619) 628-0300

### WEST CITY/POINT LOMA CAMPUS:

3249 Fordham St., San Diego, CA 92110  
(619) 388-1873

### NORTH CITY/MIRAMAR CAMPUS:

10440 Black Mountain Rd., San Diego, CA 92126  
(619) 388-1800