

Sunnyslope County Water District

Billing Clerk/Receptionist

Obtaining a Typing Certificate

Applicants for this position are required to submit a typing certificate to demonstrate their typing ability. Candidates who fail to provide a typing certificate will be disqualified from the recruitment process. The Human Resources Office will *not* be administering typing tests to candidates.

Certification may be in the form of a certificate, letter, or test results form and must clearly state the following:

1. Name of the issuing agency.

Agencies acceptable are a government agency, a temporary employment agency, a business college, an adult school, or a public school system.

2. Date of the typing test.

A test must be dated within one year of the final filing date and time as posted in the job announcement.

3. Gross typing speed, errors, and net typing speed of the test.

4. Applicant's name.

Certificates that do not include all of the above information may disqualify the applicant from the selection process. **INTERNET TYPING TESTS WILL NOT BE ACCEPTED.**

Note: In Hollister, a typing certificate can be obtained from Manpower Staffing Services on a walk-in basis for a fee of \$20 (no cash accepted). They are located at 1111 San Felipe Road, Suite #201, and are open from 8:30 AM to 4:00 PM Monday through Friday. You can also call (831) 636-0550 to schedule an appointment.