



CITY OF EL MONTE

HUMAN RESOURCES/RISK MANAGEMENT

Angela D. McCray
*Director of Human Resources
 & Risk Management*

TYPING CERTIFICATE REQUIREMENTS

This position requires a typing/word processing certification. Please see job announcement for the specific net typing speed required for the position.*

To help ensure that you obtain this certification by the closing date, we have listed several local agencies and schools that offer typing certifications for your convenience. The City does not endorse any of these agencies; you may obtain a typing certification from another similar agency as long as the certification meets all the requirements listed below. Please call the agency for an appointment.

Career Partners / Work Source 3505 N. Hart Ave., Suite 124 Rosemead, CA (626) 572-7272 Mon-Fri. 8 a.m. to 5p.m. No Fee, No appointment necessary	Foothill Workforce Investment Board 1207 East Green Street Pasadena, CA 91106 (626)5848378 M-F: 8am-12pm; 1pm-3pm No Fee, Photo ID required	Mount San Antonio College 1100 North Grand Ave. Walnut, CA Building 30, Room 111 Located at Temple and Bonita (909) 274-4935 Mon-Thurs 12:30 p.m. - 7p.m Fri- 12:30p.m. – 3 p.m. No Fee, No appointment necessary
Rio Hondo College (Computer Lab) Business Building (Room 108) 3600 Workman Mill Road Whittier, CA 90601 No Fee, Call for appointment *\$2.00 parking fee	Norwalk/La Mirada Adult School (Norwalk Campus Only) 15711 Pioneer Blvd Norwalk, CA 90638 562-868-9858 Please call for information	Downey Adult School 12340 Woodruff Avenue Downey, CA 900241 562-940-6200 Please call for information

Acceptable typing/word processing certifications must meet all of the following requirements:

- Certification must be verifiable and include information, such as: a valid agency, administrator’s or proctor’s name, email, address and telephone number.
- Certification must be in writing and test must be taken within 12 months of submission to the Human Resources Department.
- Certification must be submitted along with the employment application to the Human Resources Department. Certifications submitted after the closing of the recruitment will not be accepted.
- Self-administered/online typing tests taken from the internet will not be accepted.

* Net speed (NWPM) = Gross Words per Minute (GWPM) – Errors

Please direct any questions or concerns related to this matter to Human Resources & Risk Management at extension 2040.

Thank you.