

# CITY OF EL MONTE

## Human Resources Office

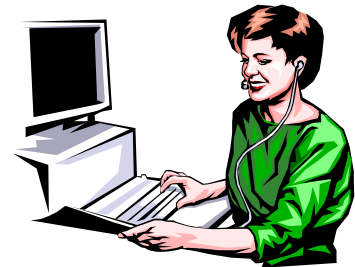
Only City Employment Applications that are submitted with a valid certificate from an accredited school or agency by the final filing date will be accepted.

### Typing Certificate Requirements

The Human Resources Office requires that a valid typing certificate be submitted along with a City Employment Application for all positions that specify a typing speed requirement. The certificate must be issued by an accredited school or agency and dated no earlier than one year prior to the final filing date listed on the job announcement.

#### **The certificate must contain:**

- ❖ Agency's official emblem
- ❖ Name of applicant
- ❖ Number of **net** words per minute
- ❖ Number of errors
- ❖ Date of certificate
- ❖ Signature of person certifying the certificate
- ❖ Address and telephone number of agency



It is the responsibility of the applicant to ensure that certificates issued by any agency including those listed below meets the requirements stated above.

Below is a partial list of local agencies that provide typing certificates.

<b><u>Pomona USD Adult and Career Education</u></b> 1515 W. Mission Blvd., Building #AP2 Pomona, CA - (909) 469-2333 \$20 Fee (includes training classes)	<b><u>Mt. San Antonio College</u></b> 1100 North Grand Avenue Walnut, CA - (909) 594-5611, Ext. 4608 Micro Computer Room, Business Division Building #17, Room #5 (No Fee)
<b><u>Remedy Staffing</u></b> 3401 Center Lake Dr., Suite 350 Ontario, CA – (909) 937-6060 \$10 Fee (cash or money order only) *CALL FOR APPOINTMENT	<b><u>Olympic Staffing Services</u></b> 444 E. Huntington Drive, Suite 101 Arcadia, CA 91006 (626) 447-3558 \$15 Fee
<b><u>Prestige Personnel Services</u></b> 18725 E. Gale, Suite 208 Rowland Heights, CA - (626) 964-1082 No Fee	<b>Please direct any questions to:</b>  City of El Monte, Human Resources Office, (626) 580-2040