



CITY OF BUENA PARK
Human Resources Department

GUIDE FOR OBTAINING TYPING CERTIFICATION

Some of the City's positions require applicants to provide a typing certificate to demonstrate that they meet the minimum typing requirements. Due to limited resources in our office, it is difficult to conduct this test on site. To help ensure that you obtain this certificate by the closing date, we have listed several local agencies and schools that offer typing certificates. However, you may obtain a typing certificate from another similar agency. Acceptable typing certificates must meet all of the following requirements:

- ✓ A five (5) minute timed test including the gross speed and number of errors (gross speed – errors = net speed).
 - ✓ Certification must be in writing and test taken within 12 months of submission to the Buena Park Human Resources Office.
 - ✓ Certification must be verifiable and include a valid administrator's name, signature, address and telephone number. **A SELF-ADMINISTERED TYPING TEST THAT IS TAKEN OVER THE INTERNET OR ANY OTHER SELF-ADMINISTERED TEST WILL NOT BE ACCEPTED.**
 - ✓ A copy of the certification must be submitted to the Human Resources Office with the official City application. You must submit the certificate in order to be considered for the position.
-

The following agencies are examples of acceptable issuing agencies that administer typing tests to the public.

Olympic Staffing Services: No appointment needed. The fee is \$20.00 (cash only)
588 S. Grand Avenue 626-967-5255
Covina, CA 91724

Focus Employment: Please call for an appointment. The fee is \$20.00
10055 Slater Avenue, Suite 216 714-848-6129
Fountain Valley, CA 92708

Rio Hondo College – Computer Lab: Please call for an appointment. No Fee
Business Bldg., Room 108 562-463-7364
3600 Workman Mill Road
Whittier, CA 90601

Fullerton College - Business Division Office: Please call for an appointment. The fee is \$15.00
321 E. Chapman Avenue 714-992-7032 or 714-732-5321 (check or cash)
Room 310
Fullerton, CA 92832

ABC Adult School – Computer Lab: No appointment needed. The fee is \$20.00
12254 Cuesta Drive 562-926-6734, Ext. 25089
Cerritos, CA 90703

Montebello Adult School: Please call for appointment. The fee is \$5.00
120 N Wilcox 323-887-7844
Montebello, CA 90640 Computer Lab, Trailer AD2



CITY OF BUENA PARK
Human Resources Department

GUIDE FOR OBTAINING TYPING CERTIFICATION

Alhambra Adult Center: Please call for an appointment. The fee is \$15.00
101 S Second Street 626-308-2309
Alhambra, CA 91801

Olympic Staffing Services: No appointment needed. The fee is \$20.00 (cash only)
444 East Huntington Drive 626-447-3558
Suite 101
Arcadia, CA 91006

North-West College: Please call for an appointment. The fee is \$10.00 (cash only)
530 East Union Street 626-796-5815
Pasadena, CA 91101