

TYPING CERTIFICATES

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

ON-LINE TYPING TESTS ARE NOT ACCEPTED

TYPING CERTIFICATE REQUIREMENTS

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year of the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted.

TYPING TEST LOCATIONS

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

EXPRESS PERSONNEL

250 W. Main Street Suite #201
Woodland, CA 95695
(530) 668-9675

ACCUSTAFF

426 Main Street
Woodland, CA 95695
(530) 662-8607

KELLY TEMPORARY SERVICES

2805 J Street
Sacramento, CA
(916)-441-2440

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****