



Typing Certificate Requirements

Who needs a typing certificate when applying to Stanislaus County? Typing certificates are required when applicants apply for County clerical positions such as an Administrative Clerk or Legal Clerk. Any position requiring a typing certificate will clearly state that requirement in the job posting.

What are the requirements for a typing certificate?

Valid typing certificates must have been issued in the last **4 years** and contain:

- Name of Applicant
- 3 or 5 Minute Typing Test
- Number of Errors
- Date of Typing Test
- Gross Words Per Minute
- Net Words Per Minute
- Signature of Staff Member
- Printed on Agency Letterhead

PLEASE NOTE, INTERNET TYPING TESTS CANNOT BE ACCEPTED.

How is a typing certificate submitted? Certificates can be attached to a Master Profile when submitting applications online. It is the applicant’s responsibility to ensure it is submitted with each application that requires one. CEO HR can be contacted at (209) 525-6341 if an alternate form of submission is required.

Current Stanislaus County employees. If you are a County employee currently in a position that required the same typing requirement as the position for which you are applying, you do not need to submit a typing certificate.

Below you will find a list of known issuing Agencies. This list is limited and others may be able to provide services to you. Please note, it is recommended that you call and schedule an appointment with the Agency.

TO OBTAIN A VALID TYPING CERTIFICATE
Picture ID is required for verification at all agencies
Information subject to change

AGENCY	ADDRESS	PHONE	PRICE	HOURS
Modesto – Workforce Development	629 12 th Street, Modesto	(209) 558 – 9675	FREE	8:00 am – 4:30 pm
Oakdale – Workforce Development	1405 West F Street, Suite I, Oakdale	(209) 322 – 3564	FREE	8:00 am – 4:30 pm
Patterson – Workforce Development	101 W. Las Palmas Ave., Patterson	(209) 525 – 4908	FREE	8:00 am – 4:30 pm
Turlock – Workforce Development	1310 W. Main Street, Turlock	(209) 342 – 1860	FREE	8:00 am – 4:30 pm
PrideStaff	3400 Tully Road, Suite C, Modesto	(209) 577 – 3663	FREE	After 3:00 pm
Express Employment Professionals	2350 W Monte Vista Ave., Turlock	(209) 668 - 5830	CALL FOR PRICING	8 am – 5:00 pm

Please call the Stanislaus County Human Resources Department, (209) 525-6341, if you have any other questions.