TYPING CERTIFICATES - 2013

County of Ventura, CEO/Human Resources Division
800 So. Victoria Avenue, Ventura, CA 93009, (805) 654-5129

LOCATIONS FOR (5 min.) TYPING TESTS:

The following County of Ventura locations are available:
Please call school sites to verify test process information

West Oxnard Job & Career Center 635 South Ventura Road, Oxnard (805) 204-5101	NO appointment necessary	Free
East County Job & Career Center 980 Enchanted Way, Simi Valley (805) 955-2282	NO appointment necessary	Free
Santa Clara Valley Job & Career Center 725 East Main Street, Santa Paula (805) 933-8300	NO appointment necessary	Free
Ventura Region Job & Career Center 4651 Telephone Road, Ventura (805) 654-3434	NO appointment necessary	Free

Other Locations available:
ALL LOCATIONS REQUIRE A VALID PICTURE ID

Conejo Adult School - Computer Skills Ctr. 1025 Old Farm Rd., Room #9, Thousand Oaks (805) 496-1814 or (805) 497-2761	Appointment ONLY *(CLOSED: Noon – 1 p.m.)*	$10.00
Oxnard College 4000 S o. Rose Avenue, Oxnard (805) 986-5800, ext. 1979 or ext. 1934	Appointment ONLY	$10.00
Simi Valley Adult School 1880 Blackstock, Rm. 201, Simi Valley, 93065 *(Monday & Friday 9 a.m. & Wednesday 6 & 7:15 p.m.)* (805) 579-6200 Ext: 1720	Appointment ONLY	$10.00
Volt Services Group 1701 Solar Dr. Ste 145, Oxnard (805) 485-0506	Appointment ONLY	$10.00

NOTE: The County of Ventura is NOT affiliated with any of the aforementioned organizations. This listing is provided ONLY as a reference tool.

OTHER TYPING CERTIFICATES - Will be reviewed and may be accepted.

1.   Must be a five (5) minute timed test.
2.   Must be conducted by a qualified organization.
3.   Must be within the last 24 months.
4.   One (1) word deducted for each error.

TYPING TESTS

The County of Ventura will require a current, valid typing certificate and photo-copy to be submitted with the application every time a recruitment announcement indicates typing is required. To provide equal consideration for all applicants, there will be NO EXCEPTIONS TO THIS POLICY.

If not verified when submitted, the original certificate will be held during the application screening process, and returned to the applicant by mail as soon as processing has been completed.

Tests must meet the following criteria:

1.   Must be a five (5) minute timed exam.
2.   Must be conducted under proper test procedures.
3.   Must be taken within 24 months prior to submission.
4.   NO ONLINE TYPING TEST ACCEPTED.

Because different testing locations have been using different formulas to compute net words per minute, the County prefers to receive certificates reporting gross words per minute and the number of errors made. If a certificate showing net words per minute is received and no computation information is available, the certificate may be rejected.

The County of Ventura computes net words per minute by dividing the gross number of keystrokes by five (5) to produce the gross number of words. We then divide that number by five (5) to produce the gross number of words per minute. Any errors are then subtracted at the rate of 5 keystrokes (1 word) per error to give the final result in net words per minute.