

CITY OF EL MONTE
Human Resources Office
(626) 580-2040

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.

Career Partners / Work Source

3505 N. Hart Avenue Suite 124
Rosemead, CA
(626) 572-7272
Mon.-Fri. 8 a.m. to 5 p.m.
No Fee, No appointment necessary

San Gabriel Valley Work Source

11635 East Valley Blvd. Unit G
El Monte, CA 91732
(626) 258-0365
Mon.-Fri. 8 a.m. to 5 p.m.
No Fee, No appointment necessary

Cornerstone Staffing

3626 South Nogales
West Covina, CA
(626) 964-1082
Mon. – Fri. 9 a.m. – 2 p.m.
\$10 Fee (cash only) Appointment needed

Olympic Staffing Services

444 E. Huntington Drive, Suite 101
Arcadia, CA
(626) 447-3558
Mon. – Fri. 8 a.m. to 5 p.m.
\$20 Fee (Cash only) Appointment needed