

TYPING CERTIFICATES

The City of Dixon will accept typing certificates from the bona fide agencies provided they meet the requirements stated below:

Typing Certificate Requirements

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

- Signature of tester
- Agency letterhead
- Gross words per minute
- Minimum 3-minute typing test (computer is acceptable)
- Date test was administered (within 6 months)
- 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

The following agencies in the local area have testing available. A fee may be required. Other agencies may be used, as long as they meet the requirements above.

AccuStaff

19 Court Street
Woodland, CA 95695
(530) 662-8607
\$10.00 cash - No appt. necessary

Express Personnel Services

3835 North Freeway Blvd. Suite 250
Sacramento NW, CA 95834
916-922-5627
\$15.00 cash – Make Appt.

Express Personnel Services

5071 Business Center Drive, Suite 2
Fairfield, CA 94534
(707) 863-8200
\$15.00 cash – Make Appt.

Express Personnel Services

250 West Main St. Suite 200
Woodland, CA 95695
530-668-9675
\$20.00 cash – Make Appt.