

TYPING CERTIFICATE INSTRUCTIONS

A typing certificate must be submitted with your application. Criminal Records Specialist, Police Communications Dispatcher and Public Safety Call-Taker require typing 40 net words per minute. Administrative Secretary requires 60 words per minute. Typing certificates may be obtained at the following locations:

FLAGSTAFF-AREA APPLICANTS

AZ Department of Economic Security With Arizona @ Work 1701 N 4 th St., Flagstaff 86001	928-779-4557	*No Charge	Must call for an appointment *MUST CREATE AN ACCOUNT ON www.AZJOBCONNECTION.GOV to test
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PHOENIX-AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE*</u>	<u>DATA ENTRY</u>	<u>HOURS</u>
Arizona @ Work	*MUST CREATE AN ACCOUNT ON www.AZJOBCONNECTION.GOV to test with AZ@Work And Maricopa.gov/findajob			
735 N. Gilbert Rd., Suite 134, Gilbert	602-372-9705	No Charge	YES	Must call for an appointment
4425 W. Olive Ave, #200, Glendale	602-372-4200	No Charge	YES	Must call for an appointment
9801 N. 7 th Street, Phoenix	602-861-0208	No Charge	YES	Must call for an appointment
4635 S. Central, Phoenix	623-245-6200	No Charge	YES	Must call for an appointment

If you already have a typing certificate issued within the past twelve months from a recognized service or institution, you do not need to re-test. Attach a copy of the certificate to your application.

If you have any questions, or experience any problems with obtaining certification, please call Human Resources at 602-223-2290.