



POLICY FOR EMPLOYEES WHO REQUIRE A KEYBOARDING (TYPING) CERTIFICATION

January 2011

If a City of Henderson employee is currently in a position which requires a typing speed in net words per minute (wpm) that is the same or higher than the classification applied for, verification is not needed and the test is not required. All other City of Henderson employees, who apply for a classification which requires a specific typing rate in words per minute (wpm), must verify this ability by taking a keyboarding test administered by a Human Resources representative.

The keyboarding (typing) test is administered on a computer in Human Resources. Employees may call extension 1939 or 1940 to make an appointment any time to take the required five (5) minute test by. Net typing speed is computed by using the standard method of subtracting the total numbers of errors from the gross number of words typed per minute. For example: 45 gross words per minute typed with 5 errors equals 40 net words per minute.

A certificate with gross and net words per minute will be signed and dated by a Human Resources representative. There is no expiration date and the certificate will be used for future applications with the City of Henderson. If an employee is attempting to get to a minimum rate, he/she may take the keyboarding test multiple times in Human Resources, but no more than three (3) times in a single workday.

Important notice: A copy of the typing certificate must be on file with Human Resources at the closing deadline for a posting, unless stated otherwise on the job announcement.

City of Henderson Human Resources Department