



CITY OF STOCKTON
 HUMAN RESOURCES DEPARTMENT
 STEWART/EBERHARDT BUILDING
 22 E. Weber Avenue, Suite 150 Stockton, CA 95202-2317
 209/937-8233 Fax 209/937-8558
www.stocktongov.com/jobs

TYPING CERTIFICATES AGENCIES ACCEPTED BY THE CITY OF STOCKTON

BBSI

3453 Brookside Rd, Suite C, Stockton, CA 95219
 Phone (209) 476-0100
 Fee: \$10.00, cash only

Blue Ribbon Personnel Services

404 W. Pine St., Suite 10, Lodi, Ca 95240
 Phone (209) 366-1314
 Fee: \$10.00 (Must indicate a 5 min timed test)

Express Personnel Services

1151 W. Robinhood Dr., Suite A-1, Stockton, CA
 95207, Phone (209) 956-5668 M-F 8:30 – 4:00
 Fee: \$15.00 Cash or Check only

Modesto Junior College

2201 Blue Gum Ave., Yosemite Hall, Room A-142,
 Modesto, CA 95358
 Phone (209) 575-7728 call for appt.
 Fee: \$15.00

MTI Business College

6006 N. El Dorado St., Stockton, CA 95207,
 Phone (209) 957-3030;
 Website: www.mtistockton.com
 Fee: \$10

Pridestaff

3421 Brookside Rd, Suite B
 Stockton, CA 95219
 Phone (209) 477-9884 call for appt. 9am or 4pm
 Fee: None (one-time only)

San Joaquin County Office of Education

Regional Occupational Center
 2911 Transworld Dr., Stockton, CA 95206
 Phone (209) 468-5930
 Fee: \$10.00

SJ Delta College

5151 Pacific Avenue
 Stockton, CA 95207
 Phone (209) 954-5013 – 4th Wed of the month
 Fee: \$10

Volt Workforce Solutions

2291 W March Lane, Suite #D100
 Stockton, CA 95207
 Phone (209) 952-5627
 Open 8:00 am - 4:30 pm daily
 Fee: \$10 for 3 attempts

NOTE: For positions that require a Typing Certificate, applicants must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less. **The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation as shown below:**

Agency Name

Gross words per minute	40
Minus number of errors	5
Net words per minute	35
Timed minute evaluation	5

The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills, and must be on their official letterhead.
 The City of Stockton also accepts typing certificates from other educational or public agencies. To confirm their acceptance prior to submitting, contact the Human Resources Department at (209) 937 – 8233, Monday through Friday.

**WE REGRET THAT WE ARE UNABLE TO ACCEPT TYPING CERTIFICATES ISSUED FROM AN
 ON-LINE TESTING SOURCE AT THIS TIME.**