

**Val Verde Unified School District
Human Resources**

Declaration of Proficiency

Candidates who apply for positions listed below, are required to certify that they meet the minimum skills proficiency qualifications for the specific position in order to be considered for employment.

Please indicate below by checking the appropriate box the position for which you are applying.

	Position Title	Typing Speed Requirement
<input type="checkbox"/>	Administrative Secretary	60 wpm
<input type="checkbox"/>	Assistant Superintendent's Secretary	60 wpm
<input type="checkbox"/>	Attendance Technician	45 wpm
<input type="checkbox"/>	Benefits Clerk	45 wpm
<input type="checkbox"/>	Benefits Specialist	50 wpm
<input type="checkbox"/>	Bilingual Assessment Technician	40 wpm
<input type="checkbox"/>	Bilingual Clerk	40 wpm
<input type="checkbox"/>	Clerk Typist II	40 wpm
<input type="checkbox"/>	Clerk Typist III	50 wpm
<input type="checkbox"/>	Credential Specialist	50 wpm
<input type="checkbox"/>	Guidance Technician	45 wpm
<input type="checkbox"/>	Guidance Technician/Registrar	45 wpm
<input type="checkbox"/>	Job Coach/Transition Specialist	30 wpm
<input type="checkbox"/>	Library/Media Clerk	40 wpm
<input type="checkbox"/>	Library/Media Technician	40 wpm
<input type="checkbox"/>	Personnel Clerk	55 wpm
<input type="checkbox"/>	Personnel Technician I	60 wpm
<input type="checkbox"/>	Personnel Technician II	60 wpm
<input type="checkbox"/>	Registrar	40 wpm
<input type="checkbox"/>	Risk Management Technician II	60 wpm
<input type="checkbox"/>	Secretary II	50 wpm
<input type="checkbox"/>	Secretary III	60 wpm
<input type="checkbox"/>	Secretary IV	60 wpm
<input type="checkbox"/>	Security and Communications Technician	50 wpm
<input type="checkbox"/>	Student Services Technician II	50 wpm
<input type="checkbox"/>	Student Services Clerk	45 wpm
<input type="checkbox"/>	Student Services Technician I	45 wpm
<input type="checkbox"/>	Superintendent's Secretary	60 wpm

I hereby certify that I meet the minimum typing requirement for the position I am applying for. I understand a false statement shall be sufficient cause for disqualification from further employment consideration or dismissal from employment. Finally, I understand that, if determined necessary, I may be tested at any time during my probationary period.

Signature

Print Name

Date