

**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
	Administrative Assistant to the Assistant Superintendent	60 wpm
	Administrative Secretary	60 wpm
	Attendance Technician	45 wpm
	Benefits Clerk	45 wpm
	Benefits Specialist	50 wpm
	Bilingual Assessment Technician	40 wpm
	Bilingual Clerk	40 wpm
	Clerk Typist II	40 wpm
	Clerk Typist III	50 wpm
	Credential Specialist	50 wpm
	Executive Assistant to the Superintendent and Board of Education	60 wpm
	Guidance Technician	45 wpm
	Guidance Technician/Registrar	45 wpm
	Job Coach/Transition Specialist	30 wpm
	Library/Media Clerk	40 wpm
	Library/Media Technician	40 wpm
	Personnel Clerk	55 wpm
	Personnel Technician I	60 wpm
	Personnel Technician II	60 wpm
	Principal Secretary III	60 wpm
	Principal Secretary IV	60 wpm
	Registrar	40 wpm
	Risk Management Technician I	50 wpm
	Risk Management Records Technician	50 wpm
	Secretary II	50 wpm
	Secretary III	60 wpm
	Secretary IV	60 wpm
	Security and Communications Technician	50 wpm
	Student Services Clerk	45 wpm
	Student Services Technician I	45 wpm
	Student Services Technician II	50 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