

JURUPA UNIFIED SCHOOL DISTRICT
PERSONNEL SERVICES
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 for the position for which you are applying.

Position Title	Typing
<input type="checkbox"/> Clerk-Typist	40 wpm
<input type="checkbox"/> Agriculture Assistant	40 wpm
<input type="checkbox"/> Human Resources Clerk	40 wpm
<input type="checkbox"/> Translator Clerk-Typist	40 wpm
<input type="checkbox"/> Purchasing Clerk	45 wpm
<input type="checkbox"/> Records Clerk	45 wpm
<input type="checkbox"/> Senior Fiscal Clerk	45 wpm
<input type="checkbox"/> ASB Bookkeeper/Secretary	50 wpm
<input type="checkbox"/> Board Records Secretary	50 wpm
<input type="checkbox"/> Human Resources Assistant	50 wpm
<input type="checkbox"/> Registrar	50 wpm
<input type="checkbox"/> Registration Specialist	50 wpm
<input type="checkbox"/> Secretary	50 wpm
<input type="checkbox"/> Secretary/Account Clerk	50 wpm
<input type="checkbox"/> Secretary-Elementary & NVHS Principal	50 wpm
<input type="checkbox"/> Secretary-High School Assistant Principal	50 wpm
<input type="checkbox"/> Secretary-Middle School Principal	50 wpm
<input type="checkbox"/> Administrative Secretary	60 wpm
<input type="checkbox"/> Secretary-High School Principal	60 wpm
<input type="checkbox"/> Executive Assistant	65 wpm
<input type="checkbox"/> Senior Executive Assistant	65 wpm

I hereby certify that I meet the minimum typing requirement for the position. 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

Date