

SAN DIEGO CITY SCHOOLS
CURRENT JOB CLASS VERIFICATION
As provided for in the OTBS contract, Art. 18, Sect. 7:

A unit member of the Office-Technical and Business Services bargaining unit currently in a position which requires typing (keyboarding) and/or shorthand may be exempt from providing a certificate for job opportunities requiring an equal or lower proficiency standard, providing the unit member submits a verification of proficiency signed within the last twelve (12) months by his/her current or former Principal/Department Head.

This form should be submitted to the test proctor. This form may be duplicated.

Employee's Section:

I hereby certify that I am currently a San Diego City Schools employee working in the job class of _____ in the Office-Technical and Business Services bargaining unit.

Employee's Name
(Print or Type)

Employee's Signature

Employee's Title
(Job Class)

Date

Principal / Department Head's Section:

I hereby certify that the information stated above is accurate.

Principal/Department Head's Name
(Print or Type)

Principal/Department Head's Signature

Principal/Department Head's Title
(Job Class)

Date

On the reverse side of this sheet is a listing of some job classes and their typing requirements. If your job class is not listed, please call 619-725-8195 to verify your typing requirement for your current job class.

Job Class**Required Typing Speed**

Clerk Typist I	25 wpm
Clerk Typist II	40 wpm
Clerk Typist III	40 wpm
School Clerical Assistant	25 wpm
School Clerk I	25 wpm
School Clerk II	40 wpm
School General Secretary I	40 wpm
School General Secretary II	50 wpm
School General Secretary III	50 wpm
School Library Technician I	none
School Library Technician II	none
Secretary I	40 wpm
Secretary II	50 wpm
Secretary III	50 wpm
Senior Clerk	40 wpm
Student Info Sys Site Tech I	25 wpm
Student Info Sys Site Tech II	25 wpm