



HUMAN RESOURCES DEPARTMENT

127 East Oak Street, Juneau, WI 53039
(920)386-3691 FAX (920) 386-3545

NOTICE TO APPLICANTS FOR CLERICAL POSITIONS REQUIRING TYPING SKILLS

You must include with your application verification that you are able to type 70 wpm. This typing speed is a net number (gross words per minute minus errors). You **must** include this verification with your application. Dodge County currently requires a five (5) minute typing test.

You may contact any accredited college, a State job center or a private agency such as a temporary employment agency to make a request to be tested. Please note that if you choose to obtain this verification through a private agency, it may assess a charge for this service, for which you would be responsible. Please also note that the verification you submit must be on letterhead from the agency where you took the typing test, and must be signed by a representative of that agency.

If you have any questions about these provisions, please contact us at 920-386-3690.

Thank you.

DODGE COUNTY HUMAN RESOURCES DEPARTMENT