



**Clerical Requirements**

Does the position require typing? Yes No

If the position does require typing, what is the minimum required typing speed? (Check the appropriate category. A guide is available for your use in selecting the most appropriate required speed.)

Keyboard familiarity	At least 25 words per minute	At least 45 words per minute
At least 15 words per minute	At least 35 words per minute	At least 55 words per minute

Explain why the position requires typing at the indicated speed by describing the typing requirements of the position.

Does the position require shorthand/dictation? Yes No

If the position requires dictation/shorthand, explain the dictation/shorthand requirements of the position.

**Special Consideration or Comments**

Use this space to provide additional information about the knowledges, skills and abilities required for this specific position.

**Signatures**

Department Head:

Date:

Appointing Authority/Representative:

Date:

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