

CITY OF PORT HUENEME – HUMAN RESOURCES
250 N. Ventura Road, Port Hueneme CA 93041
(805) 986-6501

TYPING CERTIFICATES

Typing Certificates submitted with job applications must: 1) be a five minute timed exam, conducted under proper testing procedures; 2) show gross words per minute and the number of errors made; and 3) be dated within the last 12 months. Online typing test certificates will not be accepted.

Please submit a photocopy of the certificate with your application for any position that indicates a minimum typing speed is required.

Listed below are local companies / career centers that offer typing tests. It is recommended you call the location first to verify hours of operation and any other details necessary for taking the test.

Oxnard

Oxnard College Job & Career Center – 4000 S. Rose Avenue, 986-7300
No fee, no appointment necessary

West Oxnard Job & Career Center – 635 S. Ventura Road, 382-6559
No fee, no appointment necessary

Ventura

Ventura College Job & Career Center – 4667 Telegraph Road, 654-6411
No fee, no appointment necessary

Ventura Job & Career Center – 4601 Telephone Road, Ste. 100, 654-3737
No fee, no appointment necessary

Pyramid Placement Agency – 5850 Thille Street, 644-7491
\$5 fee, no appointment necessary, must show photo identification

Ventura Unified School District – 5200 Valentine Road, Room 207, 289-1744 ext. 1219
\$5 fee, by appointment only, must show photo identification

Santa Paula

Santa Clara Valley Job & Career Center – 725 E. Main Street, 933-8300
No fee, no appointment necessary

Simi Valley

East County Job & Career Center – 980 Enchanted Way, 955-2282

No fee, no appointment necessary

Simi Valley Adult School – 1880 Blackstock Street, 579-6214

\$5 fee (must have exact amount), by appointment only, must show photo identification

Thousand Oaks

Conejo Valley Adult School – 1025 Old Farm Road, 497-2761 ext. 1074

\$10 fee, by appointment only, must show photo identification

Volt Services Group – 223 E. Thousand Oaks Blvd. Ste. 100, 496-3283

\$10 fee, no appointment necessary

(This list is provided for your information only. The City of Port Hueneme neither endorses nor is affiliated with any of these agencies.)