

South Coast AQMD - Typing Requirement

The Human Resources Recruitment & Selection and Classification & Compensation division will be testing all candidates who apply for positions with a typing requirement and who meet the minimum qualifications.

Current South Coast AQMD employees are not required to test if they currently hold a position with the same required net words per minute (WPM). Employees are responsible for verifying the typing requirement associated with their current classification.

Job Title	Typing Speed (net wpm)
Office Assistant	30
Principal Office Assistant	30
Senior Office Assistant	30
Staff Assistant	30
Supervising Office Assistant	30
Administrative Assistant I	45
Administrative Assistant II	45
Administrative Assistant-HR	45
Administrative Secretary/Legal	45
Deputy Board Clerk I	45
Deputy Board Clerk II	45
Legal Secretary	45
Senior Administrative Assistant	45
Senior Deputy Board Clerk	55
Executive Assistant	60

South Coast AQMD uses TestGenius to administer online typing tests. A TestGenius sample typing test is available at the link below:

[TestGenius Sample Test](#)

Please note: The sample test is not scored, and the results are not saved or accessible. The purpose of the practice test is to allow you to ensure that your device and operating systems are ready and able to conduct an actual test session.