SAN DIEGO UNIFIED SCHOOL DISTRICT
CURRENT JOB CLASS VERIFICATION
As provided for in the OTBS contract, Article 18, Section 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 Unified School District employee working in the job class of _____ in the Office-Technical and Business Services bargaining unit.

_____   _____
       Employee's Name   Employee's Signature
       (Print or Type)

_____   _____
       Employee's Title   Date
       (Job Class)

Principal / Department Head's Section:

I hereby certify that the information stated above is accurate.

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

_____   _____
       Principal/Department Head's Title   Date
       (Job Class)

On the next page of this sheet is a listing of some job classes and their typing requirements. If your job class is not listed, please call 619-725-8089 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 School	none
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