

# MONROE COUNTY REQUEST FOR TYPING PERFORMANCE TEST WAIVER

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Civil Service Exam

The exam you are taking requires a qualifying typing performance test. The exam announcement will inform you of the minimum words per minute required to pass your typing performance test.

**WAIVER AND PROPER DOCUMENTATION MUST BE POSTMARKED OR RECEIVED IN THIS OFFICE WITHIN THIRTY (30) DAYS AFTER YOUR WRITTEN EXAM .**

If you submit this waiver but it is not done correctly or the information is not complete, it will be returned to you. You will then be scheduled for a typing performance test and notified by mail of the time and location.

### I AM REQUESTING A WAIVER OF THE TYPING PERFORMANCE TEST FOR THE BECAUSE:

___	1. I am taking a Promotional exam and am currently in a position that required a typing performance test. <b>NOTE:</b> Promotional exams have an exam number that begins with P (ex: P-71234, PC3WT-0510-03). Current title: _____ Dept or jurisdiction: _____
___	2. I am currently employed by Monroe County or a public agency or jurisdiction served by the Monroe County Civil Service Commission and presently hold permanent or contingent permanent competitive status in a title that required a typing performance test at or above the rate of speed required for the exam I am taking. Current title: _____ Dept or jurisdiction: _____
___	3. I am providing documentation that I have been successful on a five (5) minute typing performance test at or above the rate of speed required for the exam I am taking with at least a 96% accuracy rate. <ul style="list-style-type: none"> <li>• The actual typing test date must be within five (5) years prior to or within thirty (30) days after the written exam.</li> <li>• This may be from a high school continuing education, college, business school, employment agency or local civil service agency.</li> <li>• Proper documentation consists of: Name, social security number, date of performance test or course completion and speed in words per minute on official letterhead with the signature and title of the person providing the documentation.</li> </ul>

Mail to:

**Monroe County Department of Human Resources  
39 West Main Street, Room 210  
Rochester, New York 14614  
Attention: Joyce**