



**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.

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**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  
(Print or Type)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Title  
(Job Class)

\_\_\_\_\_  
Date

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**Principal / Department Head's Section:**

I hereby certify that the information stated above is accurate.

\_\_\_\_\_  
Principal/Department Head's Name  
(Print or Type)

\_\_\_\_\_  
Principal/Department Head's Signature

\_\_\_\_\_  
Principal/Department Head's Title  
(Job Class)

\_\_\_\_\_  
Date

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 619-725-8101 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 School	40 wpm
General Secretary II School	50 wpm
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