

# Keyboarding Tests



## NOTICE: Effective April 15, 2015

The Mobile County Personnel Board is changing the process for taking the Keyboarding Test as follows:

Potential applicants planning to apply for clerical/secretarial positions must have a current valid score on a Keyboarding Test given by the Mobile County Personnel Board.

### How do I register to take a Keyboarding Test?

Visit the **Job Opportunities** page on the Mobile County Personnel Board website and select the **Keyboarding Registration** option in the list. Click “Apply” (although this is not an application – it is Keyboarding Registration).

Keyboarding Tests must be taken at the Mobile County Personnel Board Office located at 1809 Government Street in Mobile.

Keyboarding Tests are given every weekday (except holidays) from 8:30 am until 4:30 pm on a “first-come, first-served” basis. No appointment is needed.

Potential applicants may take one (1) Keyboarding Test every 30 days.

Keyboarding Test scores in the NEW format will be valid for one year. Scores for Typing Tests prior to April 15, 2015 will no longer be valid. We apologize for the inconvenience this may cause.

For more information about Keyboarding Test procedures, call (251) 470-7727 (press 2) or submit your questions by email to [applications@personnelboard.org](mailto:applications@personnelboard.org).

#### \*\*\*\*\*IMPORTANT\*\*\*\*\*

Be sure to use only **ONE** JobOpps account when registering for a Keyboarding Test or for applying to any job on the Mobile County Personnel Board website.

If more than one account is used, it is possible your Keyboarding Test score will not be uploaded to your employment application and you will be disqualified.