SELF-CERTIFICATION STATEMENT

Job Title: _____

Announcement Number: _____

For all positions titled as Office Automation, Secretarial, any Clerical positions which has parenthetical title of Office Automation (OA), or any position that has a typing requirement, applicants must have typing proficiency of forty (40) words per minutes and knowledge of general office automation software as, word processing, personal computers, electronic mail, data base, spreadsheets, etc.

To be eligible for a position with a typing proficiency, you must be able to:

1. Type forty (40) words per minute.

2. Possess knowledge of general office automation software, such as word processing, personal computers, electronic mail, database, spreadsheets, etc.

Please sign and date the Self-Certification Statement. Your signed and dated Self-Certification Statement must be submitted with your application packet.

I HEREBY CERTIFY THAT I MEET THE REQUIREMENTS SET FORTH IN THIS SELF-CERTIFICATION STATEMENT FOR:

>   TYPING AND KNOWLEDGE OF GENERAL OFFICE AUTOMATION SOFTWARE
>   (i.e. Word Processing, Personal Computers, Electronic Mail, Database, Spreadsheets, etc.)

NOTE: A certification must be signed and dated for each specific job announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

_____   _____
(Signature)   (Date)