



# Superior Court of California, County of Monterey

Human Resources

Phone: 831-775-5612

## DATA-ENTRY AND TYPING CERTIFICATES

Verification of your data-entry or typing skills may be required. You may submit verification of your data-entry or typing skill by obtaining a certificate from any of the approved agencies listed below. A data-entry or typing certificate issued by any of these agencies or issued by any federal, state, or local government agency may be used to verify data-entry or typing skill for a period of up to 1 year from the date it was issued. Data-entry or typing certificate must be on an official document or letterhead which bears your name and the name of the testing agency (copies are acceptable). **Data-entry or typing certificates issued from any other agency will be reviewed by Human Resources staff to determine its suitability.**

<p>One Stop Career Center 730 LaGuardia, Salinas, CA</p> <ol style="list-style-type: none"> <li>1. Register online with Virtual One Step <a href="https://www.onestopmonterey.org/vosnet/default.aspx">https://www.onestopmonterey.org/vosnet/default.aspx</a></li> <li>2. Call 831-796-3328 and make an appointment</li> <li>3. Bring a copy of the job description stating the typing certificate is required</li> </ol> <p>Fee: Free Typing Certificate Only</p>	<p>Select Services Staffing 313 Main Street., Suite A., Salinas, CA Call 831-775-0712 to make an appointment Hours: 8 am – 5 pm; Monday-Friday Fee: \$15.00 cash only Typing Certificate Only <b>By Appointment Only</b></p>
<p>Center for Employment Training(CET) 421 Monterey St., Salinas, CA Call 831-424-0665 to make an appointment Hours: 8 am-5 pm; Monday-Friday Fee: \$10.00 cash only Typing Certificate Only <b>By Appointment Only</b></p>	<p>Spherion Staffing Agency 1191 N. Main St., Suite B., Salinas CA Call 831-444-6000 to make an appointment Hours: 9 am – 2:30 pm; Monday-Friday Fee: \$10.00 cash only Typing and Data Entry Certificates <b>By Appointment Only</b></p>
<p>Manpower 622 Northridge Mall, Salinas, CA Call: 831-443-8000 to make an appointment Hours: 8 am – 5 pm; Monday-Friday Fee: \$20.00 cashier's check or money order Typing and Data Entry Certificates <b>By Appointment Only</b></p>	<p>Manpower 2100 Garden Road, Building B, Suite D-2, Monterey, CA Call: 831-646-1200 to make an appointment Hours: 8 am – 5 pm; Monday-Friday Fee: \$20.00 cashier's check or money order Typing and Data Entry Certificates <b>By Appointment Only</b></p>
<p>Universal Staffing 60 Garden Ct #220., Monterey, CA Call: 831-333-2150 to make an appointment Hours: 9 am – 4 pm; Monday-Friday Fee; \$20.00 cash only Typing and Data Entry Certificates <b>By Appointment Only</b></p>	<p>Pacific Grove Adult Education Center 1025 Lighthouse Ave., Room 6., Pacific Grove, CA Call: 831-646-6580 Hours: 8 am – 12 pm and 1 pm – 4 pm; Monday-Friday Fee: \$35.00 Typing Certificate Only <b>By Appointment Only</b></p>
<p>Pinnacles High School-Education Center 690 Main St., Soledad, CA Call: 831-678-6300 Hours: 3 pm- 5 pm; Monday &amp; Tuesday Fee: \$20.00 Typing Certificate Only <b>By Appointment Only</b></p>	

*This information is subject to change without prior notice.*