

**PLEASE POST**



Personnel Commission  
**CLASSIFIED POSITION ANNOUNCEMENT**  
**STAFF ASSISTANT**

An Equal Opportunity Employer

**SALARY:**

Step 1: \$26.21 - \$31.86 (Hourly)  
Step 1: \$4,543 – Step 5: \$5,523 (Monthly, Full-Time)

**FILING DATE:**

District Classified application, supplemental form and certification of typing speed must be submitted to the Personnel Commission Office prior to **March 20, 2023, 4:30 PM.**

**SELECTION PROCEDURE:**

This is a **PROMOTIONAL ONLY** recruitment to establish an eligibility list and fill a vacancy. An eligibility list will be created from this recruitment and will be used to fill permanent vacancies which may occur during the life of the eligibility list. **Promotional examinations shall be restricted to probationary and permanent employees of the District who meet the qualifications of the class.**

This position is full-time, 12 months per year.

The recruitment process will consist of a written examination and an oral technical interview, which are **tentatively** scheduled during the weeks of **March 27-April 14, 2023.** Qualified applicants will be notified by US mail or email.

**POSITION INFORMATION**

**BASIC FUNCTION:**

Under the direction of a Director or similar level site administrator, perform a variety of responsible secretarial and clerical duties to assist the Director and assigned staff in providing services to relevant internal and external customers; assure compliance with assignment deadlines and procedural requirements; train and provide work direction to clerical office staff; provide information and assistance to staff, parents, and outside agencies related to assigned functions, programs, and activities. (See attached for a complete job description.)

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in the field of business, word processing and other software and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**LICENSES AND OTHER REQUIREMENTS:**

Certification of typing speed of 50 wpm

*Certification must be **net words per minute for five (5) minutes**, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years of the application deadline. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.*

**EQUAL OPPORTUNITY, TITLE IX, AFFIRMATIVE ACTION EMPLOYER**

The Torrance Unified School District does not engage in any employment practice that discriminates against an employee or applicant for employment on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age, disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information (including family and medical history), marital status, political affiliation, military and veteran status, or retaliation; or on any other basis as protected by state, federal or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. If you need a reasonable accommodation to participate in the hiring process, Torrance Unified will provide you with one upon notice.

## Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

### RECRUITMENT AND SELECTION

**APPLICANT PROCEDURE:** Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

**CONVICTION RECORD:** If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

**EXAMINATION PROCESS:** This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED**. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

**NOTIFICATION OF EXAMINATION AND EXAM RESULTS:** Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

**PROTEST PROCEDURE:** A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

**ELIGIBILITY LIST:** An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

**LONGEVITY PREFERENCE:** Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

**VETERANS PREFERENCE:** If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

**DISABILITY ACCOMMODATION:** By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

### EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

**TUBERCULOSIS AND /OR PHYSICAL EXAMINATION:** As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

**RIGHT TO WORK:** ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

**SAFE DRIVING RECORDS/STANDARDS:** An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

**OFFICIAL OFFERS OF EMPLOYMENT:** Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

**BENEFITS:** As earned by a regular classified employee working at least 50% or more are as follows:

**VACATION AND SICK LEAVE:** One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been completed.

**HOLIDAYS:** Thirteen (13) paid holidays per year.

**PERSONAL NECESSITY LEAVE:** Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

**BEREAVEMENT LEAVE:** Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

**INSURANCE:** The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Lincoln Financial Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

**PART-TIME EMPLOYEES:** Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

**RETIREMENT:** Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

**PROBATIONARY PERIOD:** All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

**SALARY INCREASES:** Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: STAFF ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of a Director or similar level site administrator, perform a variety of responsible secretarial and clerical duties to assist the Director and assigned staff in providing services to relevant internal and external customers; assure compliance with assignment deadlines and procedural requirements; train and provide work direction to clerical office staff; provide information and assistance to staff, parents, and outside agencies related to assigned functions, programs, and activities.

#### **REPRESENTATIVE DUTIES:**

Perform a wide variety of specialized, technical, and responsible secretarial and program management clerical duties to assist the Director and assigned staff in providing services to relevant District internal and external customers. **E**

Prepare individual and master contracts for relevant educational programs, prepare and organize specialized files, including those related to students and community functions. **E**

Arrange, coordinate, and facilitate meetings and activities between various District staff members and clientele served by organizational functions; maintain calendar of meetings and prepare follow-up materials; and maintain relevant schedules in electronic media as appropriate. **E**

Make specialized arrangements and help facilitate large scale events with outside agencies such as the City of Torrance, Los Angeles County, California State University Dominguez Hills, and similar entities. **E**

Input a variety of data into District and County Management Information Systems; maintain and update information and contract expenditure amounts as needed. **E**

Coordinate reimbursements and related Board records and authorizations for organizational and employee activities. **E**

Verify and process invoices for materials and other necessary organizational expenditures; verify calculations and forward according to established procedures; keep track of attendance and expenses to ensure contract or other authorizations are not exceeded; enter data into computer; prepare contract and calculation data for board approval; assure compliance with timelines and procedural requirements. **E**

Train and provide work direction to clerical office staff; assign and review work performance; assure efficient flow of information and office productivity; assist with discipline and grievance issues according to established procedures; prepare time reports for contractors and substitute employees; input employee absence information; prepare monthly payroll. **E**

Provide information and assistance, and disseminate information to staff and clientele served by organizational programs and activities. **E**

Verify information placed in databases; coordinate the maintenance of records and files; gather and maintain information and input data into district computer systems. **E**

Sort and distribute reports to staff and clientele; input work orders; and report staff phone problems as appropriate. **E**

Prepare and maintain a variety of records, logs, and files including information of a confidential nature; maintain confidentiality of records. **E**

Request and arrange for substitute employees as needed; prepare conference items for staff and submit for Board approval; maintain and submit required records and reports, including attendance and expense claims. **E**

Assist Director with communication and coordinating activities for staff and clientele. **E**

Prepare board items for approval of contracts, invoices and payments related to a variety of contractors providing services to the District; prepare billings; layout and type newsletters; distribute newsletters and mail. **E**

Operate a variety of office equipment including personal computer, typewriter, copier, FAX machine, and other office equipment assigned for the use of the staff. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Office procedures, policies, and regulations.  
Modern office practices, procedures, and equipment.  
Methods, practices, terminology, and procedures used in the assigned organizations functions.  
Principles of training and providing work direction  
District organization, operations, policies, and objectives  
Record-keeping techniques  
Operation of a computer workstation and other office equipment  
Oral and written communication skills  
Telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Assign and review the work of others.  
Train and provide work direction to clerical office staff and other assigned staff.  
Perform a variety of responsible secretarial and clerical duties to assist the Director and staff in providing services to relevant District organizational programs.  
Provide relevant information and assistance to staff, outside agencies, students, and parents related to organizational programs and activities.  
Compose correspondence and written materials independently.  
Communicate effectively with administrators, parents, contractors, and outside agencies.  
Assume responsibility and exercise sound judgment.  
Type at 50 words per net minute from clear copy.  
Read, interpret, apply and explain rules, regulations, policies, and procedures.  
Meet schedules and timelines.  
Assemble, organize, and prepare data for records and reports.  
Learn, apply, and explain policies, procedures, rules, and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Work confidently with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in the field of business, word processing and other software and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, reaching above the shoulders and horizontally to retrieve and file records, lifting, bending, pushing, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information on the telephone or in person.



Personnel Commission  
CLASSIFIED POSITION ANNOUNCEMENT

**STAFF ASSISTANT**

SUPPLEMENTAL EXAMINATION  
(THIS IS CONSIDERED AN EXAMINATION)

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

Both the standard application form and the supplemental application are **REQUIRED** of all applicants and must be submitted to the Personnel Commission office prior to **March 20, 2023, 4:30 p.m.**

- 1. The following questions have been designed to allow you the opportunity to provide a more detailed description of your knowledge, skills, abilities, background, training and experience as related to the position you are applying for. Please provide detailed responses for each question. Where applicable, responses must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s) where you performed the function. Be aware that you are competing in the first phase of the examination process. It is your responsibility to ensure that all information you deem important to your candidacy is included. A resume or referral to a resume in lieu of a response is not acceptable. This supplemental application must be typed or legibly printed. Applicants that submit an illegible or incomplete application will be disqualified from consideration.

**CERTIFICATION**

By signing below, I hereby certify that all statements made in this supplemental form are true and complete to the best of my knowledge, and that any misstatement of material facts will subject me to disqualification or dismissal.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

# STAFF ASSISTANT

SUPPLEMENTAL EXAMINATION  
(THIS IS CONSIDERED AN EXAMINATION)

2. This is a PROMOTIONAL recruitment. Promotional examinations shall be restricted to probationary and permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class. Are you a current probationary or permanent employee of the Torrance Unified School District?

Yes  No

3. If you answered "Yes" to the question above, please list the classification(s) held and date(s) of employment. If you answered "No" to the question above, please write N/A.

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4. Do you possess a high school diploma or GED?

Yes  No

5. If you answered "Yes," please list the name and location of the high school or institution where you obtained your high school diploma or GED. If you answered "No," please write N/A.

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6. This position requires four (4) years of increasingly responsible clerical and secretarial experience, including at least one (1) year in a school district.

How many year(s) of clerical and secretarial experience do you possess?

- I do not have experience in this area.  
 Less than 1 year  
 1 year but less than 2 years  
 2 years but less than 3 years  
 3 years but less than 4 years  
 4 or more years

7. How many years of clerical and secretarial experience do you have in a school district?

- I do not have experience in this area.  
 Less than 1 year  
 1 year but less than 2 years  
 2 or more years

8. This position requires certification of typing speed of at least 50 wpm. *Certification must be **net words per minute for five (5) minutes**, originate from a high school, continuing education, college, business school or local civil service agency, and be dated within two years. All typing certificates must be signed and certified by the test administrator. It is the responsibility of the applicant to ensure that all typing certificates meet job posting requirements.*

Have you obtained a certification of typing speed that is at least 50 net wpm?

Yes  No

9. You must attach a copy of your certification of typing speed prior to **March 20, 2023, 4:30 PM**.

By signing my name below, I confirm that I understand that I must attach my certification of typing speed in order for my application to be accepted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TYPING CERTIFICATES

THE FOLLOWING AGENCIES OFFER TYPING CERTIFICATES. PLEASE CONTACT THE AGENCY FOR MORE INFORMATION AS SERVICES, HOURS AND COSTS MAY CHANGE WITHOUT NOTICE.

**CERTIFICATION MUST BE NET WORDS PER MINUTE FOR FIVE (5) MINUTES, ORIGINATE FROM A HIGH SCHOOL, CONTINUING EDUCATION, COLLEGE, BUSINESS SCHOOL OR LOCAL CIVIL SERVICE AGENCY, AND BE DATED WITHIN TWO YEARS OF THE APPLICATION DEADLINE. NO ONLINE CERTIFICATES WILL BE ACCEPTED. ALL TYPING CERTIFICATES MUST BE SIGNED AND CERTIFIED BY THE TEST ADMINISTRATOR. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL TYPING CERTIFICATES MEET JOB POSTING REQUIREMENTS.**

<p><b>SOUTH BAY ONE-STOP CENTER</b> 801 EAST CARSON ST. SUITE #116, CARSON, CA 90745 CONTACT: CECI COREAS (310) 680-3870 \$0, NO CHARGE   CALL FOR AVAILABILITY M-TH 8:00 AM – 5:00 PM   F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p><b>TORRANCE ONE-STOP CENTER</b> 1220 ENGRACIA AVE., TORRANCE, CA 90501 CONTACT: (310) 680-3830 \$0, NO CHARGE   WALK IN M-TH 9:00 AM – 3:00 PM</p>
<p><b>GARDENA ONE-STOP CENTER</b> 16801 S. WESTERN AVE., GARDENA, CA 90247 CONTACT: (310) 538-7070 \$0, NO CHARGE   CALL FOR APPOINTMENT M-TH 8:00 AM – 5:00 PM   F 8:00 AM – 4:00 PM (BIWEEKLY)</p>	<p><b>INGLEWOOD ONE-STOP CENTER</b> 110 S. LA BREA AVE., INGLEWOOD, CA 90301 CONTACT: NORMA CORNEJO (310) 680-3700 \$0, NO CHARGE   CALL FOR AVAILABILITY</p>
<p><b>DOWNEY ADULT SCHOOL</b> 12340 WOODRUFF AVE., ROOM F-40, DOWNEY, CA 90241 CONTACT: (562) 940-6200 \$49, CASH OR CREDIT CARD   MUST REGISTER ONLINE: <a href="https://www.das.edu/classes/keyboard-certification-test">HTTPS://WWW.DAS.EDU/CLASSES/KEYBOARD-CERTIFICATION-TEST</a> M-TH 9:00 AM – 6:00 PM   F 9:00 AM – 2:00 PM</p>	<p><b>ABC ADULT SCHOOL</b> 12254 CUESTA DRIVE, ROOM J, CERRITOS, CA 90703 CONTACT: VANESSA CAMPOS (562) 229-7960 \$20, CASH OR CREDIT CARD   WALK IN MAIN OFFICE SEPT-JUNE, M-TH 8:00 AM – 8:00 PM, F 8:00 AM – 4:00 PM</p>
<p><b>CERRITOS CAREER CENTER</b> 10900 E. 183<sup>RD</sup> ST. SUITE 392, CERRITOS, CA 90703 CONTACT: (562) 402-9336 \$0, NO CHARGE   BY APPOINTMENT ONLY, INDIVIDUAL MUST BE REGISTER IN CALJOBS M-F 8:00 AM – 4:00 PM</p>	<p><b>MONTEBELLO COMMUNITY ADULT SCHOOL</b> 149 N. 21<sup>ST</sup> STREET, MONTEBELLO, CA 90640 CONTACT: (323) 887-7844 \$10, CASH   APPOINTMENT ONLY M-F 8:00 AM – 12:00 PM, M-TH 6:00 PM – 9:00 PM <a href="https://www.montebelloadulted.com/">https://www.montebelloadulted.com/</a></p>
<p><b>APPLEONE</b> 2401 EAST KATELLA AVE. SUITE 240, ANAHEIM, CA 92806 CONTACT: (714) 634-4631 \$10, CASH   APPOINTMENT ONLY M-F 8:00 AM AND 4:00 PM <a href="https://www.appleone.com/localoffice.aspx">https://www.appleone.com/localoffice.aspx</a></p>	<p><b>ONE-STOP CENTER</b> 7077 ORANGEWOOD AVE. SUITE 200, GARDEN GROVE, CA 92841 CONTACT: (714) 241-4900 \$0, NO CHARGE   WALK IN M, T, TH, F 9:00 AM – 6:00 PM   W 9:00 AM -8:00 PM   SAT 9:00 AM – 1:00 PM</p>
<p><b>FOOTHILL WORKFORCE DEVELOPMENT BOARD</b> 1207 E. GREEN STREET, PASADENA, CA 91106 CONTACT: (626) 796-5617 \$0, NO CHARGE   APPOINTMENT OR WALK IN M-F 9:00 AM – 11:00 AM, 1:00 PM – 3:30 PM <a href="https://www.fwibworks.org/">https://www.fwibworks.org/</a></p>	<p><b>OLYMPIC STAFFING SERVICES</b> 444 E. HUNTINGTON DRIVE, SUITE 101, ARCADIA, CA 91006 CONTACT: (626) 447-3558 \$20, CASH   WALK IN, MUST BRING IDENTIFICATION M-F 8:00 AM – 4:30 PM <a href="http://www.olystaffing.com/">http://www.olystaffing.com/</a></p>
<p><b>LONG BEACH CITY COLLEGE</b></p> <p>PACIFIC COAST CAMPUS - 1305 E. PACIFIC COAST HIGHWAY BUILDING AA-206, LONG BEACH, CA 90806 OR LIBERAL ARTS CAMPUS - 4901 E. CARSON ST., BUILDING M-109, LONG BEACH, CA 90808</p> <p style="text-align: right;">CONTACT: (562) 938-4904   \$0, NO CHARGE   WALK IN M-TH 12:00 PM – 5:00 PM   F 12:00 PM – 2:00 PM   SAT 10:00 AM – 1:00 PM *TESTS ARE NOT GIVEN THE FIRST 2 WEEKS OF EACH SEMESTER*</p>	
<p><b>ANTELOPE VALLEY COLLEGE</b> 3041 WEST AVE. K, SSV 171, LANCASTER, CA 93536 CONTACT: (661) 722-6300 EXT. 6358 \$15, CASH   CALL FOR APPOINTMENT M-TH 8:00 AM-4:30 PM   F 8:00 AM – 11:30 AM <a href="https://www.avc.edu/student-services/assess">https://www.avc.edu/student-services/assess</a></p>	<p><b>PALM SPRINGS UNIFIED SCHOOL DISTRICT</b> 150 DISTRICT CENTER DRIVE, PALM SPRINGS, CA 92264 CONTACT: (760) 883-2715 EXT. 4805362 \$0, NO CHARGE   APPOINTMENT ONLY M-F 7:30 AM – 4:00 PM <a href="https://www.psusd.us/Page/200">https://www.psusd.us/Page/200</a></p>

TORRANCE UNIFIED SCHOOL DISTRICT DOES NOT ENDORSE ANY OF THE ABOVE-MENTIONED AGENCIES. THIS INFORMATION IS TO BE USED ONLY AS REFERENCE FOR OBTAINING A TYPING CERTIFICATE. APPLICANTS MAY OBTAIN A TYPING CERTIFICATE FROM ANY OTHER REQUISITE SOURCE AS STATED ON THE JOB ANNOUNCEMENT. 03/22