



## Wisconsin Civil Service Typing Performance Test

Some Wisconsin civil service positions require a minimum typing speed and accuracy level in addition to a written exam. To be considered for these positions, applicants must take a typing performance test at a Job Service Center. Applicants are required to call their nearest Wisconsin Job Service Office (<http://www.wisconsinjobcenter.org/directory/>) or call toll free: 1-888-258-9966) to schedule an appointment to take the typing performance test.

Most positions utilizing the typing performance test require applicants to meet the eligibility requirements of at least 45 w.p.m.; however, some agencies have different standards for specific positions and a score of less than 45 w.p.m. may be acceptable. We recommend all applicants take the typing performance test and keep a copy of their results to present at future interviews (whether they pass the “at least 45 w.p.m.” qualification or not).

Applicants may take the typing performance test at any time, before or after the civil service examination. If an applicant meets the requirement, the results will remain on file unless they are informed otherwise by our office. Registers are not created from the typing performance test. This is merely a qualification attached to an applicant record and used in conjunction with a civil service exam to identify applicants who possess typing ability of at least 45 w.p.m. If an applicant does not pass the typing test with a minimum of 45 w.p.m. they may make arrangements with Job Service to schedule another appointment to take the performance test. There is no waiting period to test again. If necessary, applicants can seek additional training or practice before taking the performance test again. **The typing performance test should not be considered a practice session.**

Some classifications which may have a typing requirement of at least 45 w.p.m. include, but are not limited to:

Academic Department Associate, Academic Department Specialist, Criminal History Records Specialist, Criminal History Records Specialist – Senior, Document Production Assistant, License/Permit Program Associate, Offender Records Assistant 1, Office Associate, Office Operations Associate, Operations Program Associate, Program Assistant – Confidential, Program Assistant Advanced – Confidential Purchasing Associate, Revenue Tax Representative – Entry, Secretary – Confidential, University Services Associate 1, Tax Representative 1, Tax Representative 2, University Services Associate 2, University Services Program Associate, Visitor Service Associate

**NOTE: Not all positions in the classifications listed above require typing ability.**



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of your career**