



DELVICK J. MCKAY
PERSONNEL DIRECTOR

THE CITY OF **DOTHAN, ALABAMA**

POST OFFICE BOX 2128 • DOTHAN, ALABAMA 36302 • 334-615-3000

PERSONNEL BOARD

ALAN B. CLARK, CHAIR
MARY W. DAVIS
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TYPING TEST POLICY

- City of Dothan administered typing tests are valid for a period of two years.
- An applicant may test at the time of application or request an appointment to take the typing test.
- We will not administer a test to an applicant who already has the required NWPM on file.
- Applicants requesting retest will be given an appointment to retest.
- We will accept recently administered (dated within the past two (2) years) **certified** typing test results from high schools [results from high school course(s) only], community colleges, and the State Employment Service. Test results should be properly dated, contain signature of authorized person, and information where the authorized person may be contacted for verification purposes.
- The City of Dothan does not accept typing tests from the Internet.
- All typing tests must be provided or completed by the closing date or cutoff date of the job announcement.

APPROVED:

Delvick J. McKay, Personnel Director

Date

PERSONNEL DEPARTMENT

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