

Request for Keyboarding (Typing) Waiver

**SENIOR COURT OFFICE ASSISTANT (KEYBOARDING)
(#45-752 & #55-752)**

Proficiency in keyboarding at the rate of 45 words per minute must be demonstrated. Those candidates who feel that they may be eligible to be waived from taking the keyboarding portion of this examination should return this form, including appropriate documentation, with their application. **See back for further instructions.**

I am requesting a waiver, based on a previous comparable test administered by the **New York State Office of Court Administration.**

Title: _____ **Exam #:** _____ **Exam Date:** _____

I am requesting a waiver, based on a previous comparable test administered by the **New York State Department of Civil Service.***

I am requesting a waiver, based on a previous comparable test administered by a **county, city, or other government agency.***

I am requesting a waiver based on a previous comparable test administered by a **High School, College or Business School.***

*Your request **MUST** be accompanied by a letter, on letter head stationary, from the certifying agency or school. The letter must indicate the rate of **SPEED** and **DURATION** of the test, **NUMBER OF ERRORS ALLOWED AND NUMBER OF ERRORS MADE**, and the **DATE** of the examination, and be signed by a representative of the agency or school. Failure to provide this information will result in disapproval of your waiver request.

Candidate's Name: _____ SS# _____ - _____ - _____

Address: _____

City, State: _____ Home Ph#: _____

Zip Code: _____ Work Ph#: _____

Signature: _____ Date: _____

**INSTRUCTIONS FOR COMPLETING
KEYBOARDING (TYPING) WAIVER REQUEST FORM**

Senior Court Office Assistant (Keyboarding)

Read the following instructions carefully and thoroughly before completing this form.

Waiver Criteria:

You may be eligible for a waiver of the qualifying keyboarding test on the basis of a previous test administered **within five (5) years of the date of the examination (December 13, 2008)** by one of the following:

- I. New York State Unified Court System
- II. New York State Department of Civil Service
- III. County, city, or other government agency
- IV. High School, College or Business School

Documentation:

Requests for waivers based upon previous exams administered by the Unified Court System must be accompanied by the title of the exam, exam number, and date of the exam.

Requests for waivers based upon exams administered by the New York State Department of Civil Service, other governmental agencies or High Schools, Colleges or Business Schools must be accompanied by a letter, on letter head stationary, from the certifying agency or school. **The letter must indicate the rate of speed, duration of test, errors allowed and date of test, and must be signed by a representative (including his or her title) of the agency or school.**

Failure to provide the above information will result in disapproval of the waiver request.

All waiver requests must be received no later than October 31, 2008.