



## Bexar County Typing Test Instructions

Please [register at Work in Texas](#) prior to taking the typing test.



For positions that require typing, a typing test administered by the Alamo WorkSource Career Centers is required prior to completing the employment application. [Search for the San Antonio and Local area Alamo WorkSource Career Center location nearest you.](#) Some Alamo WorkSource Career Centers only serve special populations, by appointment only, or provide only special services. Please call prior to visiting any of these Alamo WorkSource Career Centers to verify that it is appropriate to your needs.

### External Applicants Typing Test Information

The typing test is given only when a vacancy exists and for external applicants is valid for one (1) year from the date of the test. A copy of the typing test results from the Alamo WorkSource Career Centers must be submitted with the application. You can attach a copy of your typing test results to your online application or you may fax your typing test results from the Alamo WorkSource Career Centers printed on letterhead to HR Central/Civil Service Office at 210-335-2558 by the end of the closing date of the position. If you have previously provided us with your typing test score, you must click “Submitted TWC Typing Results” under the qualifications tab on the online application so that we can search for your typing test results that are on file.

### Present County Employees Typing Test Information

Present County employees must be tested for typing at the Bexar County HR Central/Civil Service Office. The typing test is given only when a vacancy exists and the typing test scores for present or previous employees are valid for three (3) years from the date of the test. If you have your typing test results from the Alamo WorkSource Career Centers printed on letterhead, you can attach a copy to your online application or you may fax your typing test results to HR Central/Civil Service Office at 210-335-2558 by the end of the closing date of the position. If our office has a record of the employee’s previous typing test score, which meets the typing requirement for a position, then this score may be used. Please click “Submitted TWC Typing Results” under the qualifications tab on the online application so that we can search for your typing test results that are on file.

It is the responsibility of the applicant to submit their typing test scores in order to be considered for an opening. Only those applicants that meet the required typing test score for the position will be sent to the office or department.

If you cannot remember your last typing test score or testing date, please call the Bexar County Civil Service Office at 210-335-2545, and we will verify your test information.