



Keyboarding Tests

Potential applicants applying for any position requiring a Keyboarding Test (clerical/secretarial positions) must have a current passing keyboarding score before proceeding to the written test.

How do I register to take a Keyboarding Test?

Applicants will be scheduled to take the keyboarding test the same day as the written test.

Keyboarding Tests must be taken at the Mobile County Personnel Board Office located at 1809 Government Street in Mobile.

Mobile County Personnel Board staff will instruct applicants on how to register for the keyboarding test during administration.

Potential applicants may take one (1) Keyboarding Test every 30 days.

Keyboarding Test scores are valid for one year.

For more information about Keyboarding Test procedures, call (251) 470-7727 or submit your questions by email to applications@personnelboard.org.

*****IMPORTANT*****

Be sure to use only ONE JobOpps account when registering for a Keyboarding Test or for applying to any job on the Mobile County Personnel Board website.

If more than one account is used, it is possible your Keyboarding Test score will not be uploaded to your employment application and you will be disqualified.