

# TYPING SPEED REQUIREMENTS FOR ADMINISTRATIVE POSITIONS

## An Action-Research Project Scot Ober, July 2011

### Method

Online ads for office/administrative/secretarial positions were scanned, using monster.com, Craigs List, and careerbuilder, searching for help-wanted ads that required minimum typing speeds. The search identified 30 such listings, shown in the appendix in the order identified. For the statistics, when an ad required a range of speeds, such as "50-60 wpm," the average (55 wpm) speed was used. When the ad required, for example, "55+ wpm," 55 wpm was used.

### Results

1. Most ads do not require a predetermined typing speed, instead using such phrases as "competent typing skills" or "proficient in typing and Microsoft Office" (most often Word and Excel).
2. Required minimum speeds ranged from 35 wpm to 85 wpm. The lower speeds were typically associated with entry-level positions or positions for which typing was not the major requirement (such as for receptionist) and typically did not require any college degree; the higher speeds (often for legal-secretary positions) typically required a minimum number of years of related work experience and typically did require some type of college degree.
3. The most common speed requirement (mode) was 60 wpm, accounting for 43 percent of the listings.
4. The average speed requirement (mean) was 58 wpm.
5. The middle speed requirement (median) was 60 wpm.
6. Job applicants who type at least 40 wpm would qualify for 10 percent of the positions that listed minimum typing speeds, those typing 50 wpm would qualify for 18 percent of the positions, and those typing 60 wpm would qualify for 80 percent of the positions.
7. Only a few of the listed jobs stated an accuracy requirement; a few listed such phrases as "with accuracy"; one required "with 94% accuracy."

*Note:* The goal speed requirement for a grade of C at the end of the McGraw-Hill *Gregg College Keyboarding & Document Processing* Book 1 (Lessons 1-60) is 40 wpm; for Book 2 (Lessons 61-120), a grade of C requires 50 wpm. The Cengage *Keyboarding & Word Processing* keyboarding text does not provide speed goals at any point.

### Conclusion

Regardless of their competence in word processing, students need high-level typing speeds (typically, at least 60 wpm) in order to even be hired for office positions. Achieving this level of speed requires extensive and systematic skillbuilding practice at every level of keyboarding instruction.

## APPENDIX

### Join our team as a Sr. Secretary!

Will provide administrative support including: creating reports, correspondence, spreadsheets & presentations; compiling and typing statistical reports; coordinating special projects; answering phones; distributing mail; filing; processing invoices; scheduling appointments; greeting visitors; making travel arrangements and recording meeting minutes. Other duties as assigned.

#### Requirements

High school graduate required. 2-5 years secretarial experience required. **50-60 wpm typing required**. Must have excellent grammar, organizational and communication skills.

Applicants should possess the following: Outstanding communication, verbal and listening skills; Excellent customer service; Must be extremely dependable/reliable; Must be detail oriented; Must be able to interact with all staff; Must be fast, accurate and type a minimum of **50 words per minute**. Call us today at 561-366-8041 or fax your resume to us at 561-366-8172 or email [Click Here to Email Your Resume!](#)

#### Requirements

##### Requirements

- \* Own a laptop (Windows capable)
- \* Professional personal appearance, business casual attire and good personal hygiene
- \* Excellent interpersonal skills and communication habits
- \* Well developed problem solving ability
- \* Can work independently or on a team
- \* Excellent spelling and grammar
- \* **Typing Speed of 65 wpm or more**
- \* Reliable transportation
- \* Willing to drive to multiple sites in the service area
- \* Flexible and easy to work with
- \* Education: Prefer BA - AA may be acceptable

### JOB REQUIREMENTS

**EDUCATION:** High School Degree

**EXPERIENCE:** 1-2 years Clerical

**SPECIALIZED KNOWLEDGE:** excellent telephone and good communication skills; ability to set priorities; competent in computer skills; **ability to type 35 wpm**; attention to detail and accuracy

Apply online at [www.trihealth.com](http://www.trihealth.com) to job #16465

#### Skills Required:

**Able to type 60 words per minute with 94% accuracy**

- Word processing skills
- Personal computer skills
- Business machine knowledge
- Medical terminology
- Telephone answering and routing skills
- Organizational skills and attention to details

**Status of Employment: Hourly Position**

Candidate must have experience in MS office applications (Word and Excel), **type 65+ wpm** and ECF experience. Excellent verbal, written and organizational skills a must. Candidate must be able to work with minimal guidance to prioritize and handle multiple concurrent tasks.

**RAWLE & HENDERSON offers competitive salary and benefits which include matching 401k after one month of employment, profit sharing, medical and dental insurance, disability benefits, life insurance, transitcheck, medical and dependent care spending accounts, sick time and three weeks vacation. EOE. M/F/D/V**

#### Requirements

Large law firm seeks experienced legal secretary for their Boston office. Candidate must have a minimum of 3 years of recent experience supporting a litigation practice group, **type 60+ wpm** and excellent communication skills. Position requires working knowledge of MS Word, Carpe Diem and Document Management.

Located in major markets throughout North America, Robert Half Legal is the premier provider of legal professionals on a full-time, project and temporary basis to law firms and corporate legal departments. We offer our candidates challenging assignments, competitive compensation and benefits, and skills-enhancement training. Robert Half Legal is better at finding you challenging new career opportunities because we come from the legal industry ourselves, with a majority of our staffing executives holding JDs or other legal credentials. Additionally, we were just ranked number one in our industry on Fortune's list of America's Most Admired Companies. Call your local Robert Half Legal office at 1.800.870.8367 to discover more about this position. Robert Half Legal is an Equal Opportunity Employer. Apply for this job now or contact our branch office for additional information.

**Requirements**

High School Diploma or GED required  
 Medical terminology, accurate typing skills (75–80 words per minute) and professional phone skills required.  
 Six months to one year of prior job-related experience is required OR transcription certified.

**If you possess the following, please apply:**

High school diploma required.

Bachelor's degree preferred.

A minimum of 3 years as an Administrative

Assistant or equivalent.

Experience in a teaching or academic health system or a large physician group practice a plus.

Typing speed of 55 wpm.

Proficiency with PC hardware and Windows and Microsoft Office software required.

Familiarity with email and automated scheduling systems also required.

**Requirements**

**Bilingual:** English/Portuguese (including reading/writing), additional fluency in Spanish is a plus

**Minimum 5 years experience**

**Proficient in MS Office and internet savvy**

**Must type a minimum of 75wpm or take shorthand/speed writing**

**Heavy dictation. NO DICTAPHONE USED!**

Superior written and oral skills

Confidentiality required

Must be capable of operating in an evolving and often unstructured environment

A poised and polished, professional mindset is desired

excellent attention to detail, while multi-tasking and switching gears quickly

Superior judgment with confidential materials is a must

**Clear criminal background required**

**Required:**

\* High school diploma or GED.

\* Motivated individual must possess good interpersonal skills, excellent telephone skills, and have the ability to work well in an office environment.

\* Minimum of 50 wpm typing speed is required.

\* Good understanding of basic grammar and writing mechanic skills is also expected.

\* Experience with computer word processing software and spreadsheet software is helpful.

We also encourage applicants in recovery to apply for this position. If you are in recovery you need a minimum of one year continuous documented sobriety to qualify for the position. Valley Hope is an equal opportunity employer.

Starting salary between \$9.53 and \$10.00 an hour. In addition to the salary package, there is also an outstanding and highly competitive benefits package. The benefits package includes health insurance, life insurance, excellent retirement, generous personal time off, and much more.

If you do wish to respond to this job posting you need to complete the online questionnaire. Please submit your resume and any cover materials through Careerbuilder with the "APPLY NOW" button located on this posting. You **MUST** respond this way so you have the opportunity to complete the brief online questionnaire. This questionnaire will further clarify expectations and will also give you a chance to provide us with some information about you.

**Requirements:**

- Must demonstrate excellent written and verbal communications as well as exhibit a high level of integrity and professionalism.
- Excellent interpersonal and communication skills: professional, courteous, assertive, levelheaded and composed.
- Experience in customer service; demonstrated ability to diffuse escalated patient & patient issues.
- The ability to work in a fast paced, high production environment performing multi-tasks.
- Self-motivated individual
- Strong analytical and time management skills, as well as an ability to make swift, sound judgments.
- Adaptable to change
- Must work well in call center team environment.
- Exceptional Customer Service Skills.
- Strong Attention to detail.
- Effective time management skills.
- Position requires an excellent working knowledge of Microsoft applications.
- Proficiency in typing 60+ words/min computer and database work.

Looking to hire immediately a candidate who has the desire to build a career as Administrative Assistant. This candidate will need strong **typing (55-65 wpm)** and **MsWord**, Excel skills to manage projects from the Executive staff. This person will be producing reports, typing, editing, proof reading. Would like to see administrative courses from a school setting, higher education from a technical school or college. Please forward your resume for immediate interview. Excellent benefits and opportunity for growth

Seeking seasoned word processors for Midtown Law Firm. Candidates must have a minimum of 3 years word processing experience with advance proficiency in MS Word, Excel, & PowerPoint. A bachelor in Degree is preferred. Candidates with a strong Legal background that also have advanced skills in Tables TOA, TOC **Type 70 WMP** are strongly urged to send their resumes. Candidates must pass 2hr test and be willing to work 3 12hr shifts. If you tested at DP please do not send resume please forward resumes to [ddeevy@aldantroygroup.com](mailto:ddeevy@aldantroygroup.com)

**Qualifications:**

1. Clear criminal background checks conducted by CBC as requested.
2. College graduate or equivalent work-related experience
3. Minimum of five years experience as an administrative assistant
4. **Minimum typing - 85 WPM** with accuracy and transcribing experience
5. Proficiency in the use of standard of office tools: printer, copy machine, etc.
6. Strong communication skills including an excellent command of English composition and punctuation
7. Strong computer skills are imperative (MS Windows, Word, Excel, Publisher, PowerPoint, Outlook)
8. Strong organizational skills

**REQUIREMENTS:**

- High School Diploma or equivalent
- Minimum two-years clerical, secretarial, or administrative assistant experience
- Advanced skills in general computer software. (Excel, MS Word, Power Point a plus)
- Ability to **accurately type 50 words per minute.**
- Excellent verbal communication skills.
- Excellent interpersonal skills.
- Ability to prioritize and organize multiple tasks.
- Ability to remain organized with multiple interruptions.
- Advanced PC skills.

The following skills and qualifications are the minimum to considered for these openings:

~ 2 to 4 years RECENT experience in an administrative support role. Candidates must provide verifiable professional reference.

**Intermediate to Advanced skills in Word, Excel, and PowerPoint.**

~ **Typing speed of 50 WPM**

~ A professional demeanor and strong communication skills.

**Skills, Specialized Knowledge and Abilities**

- Ability to handle sensitive information and maintain a high level of confidentiality
- Ability to **type 40 WPM with accuracy**
- Proficient with 10 key
- Data Entry skills, both accurate and efficient
- Proficient with Microsoft Office products – Word, Excel
- Organization, attention to detail, flexibility and strong ability to multi-task
- Ability to work in a fast paced environment without direct supervision and able to demonstrate considerable initiative
- Effectively work with others to build consensus and rapport
- Ability to lift, file, reach and carry up to 25 pounds

**SUMMARY OF MINIMUM QUALIFICATIONS**

- Educational experience equivalent to a High School Diploma with one year previous administrative experience.
- Demonstrated computer skills preferably spreadsheets, word processing, database and other applicable software programs.
- Excellent organizational skills and the ability to coordinate and maintain filing and office systems.
- Strong interpersonal skills and the ability to communicate well with others.
- Ability to type a **minimum of 60 WPM** with little or no errors.

**COMPETENCIES**

Requires 2+ years similar Word Processing & Administrative experience for a financial services or legal firm  
 Strong MS Word and Outlook  
 Excellent proofreading skills, **Keyboarding Speed: 60 WPM**

Email Resume as Word Document to: [AREgan@Allenassociates-NJ.com](mailto:AREgan@Allenassociates-NJ.com)

**Requirements**

**ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER**

Qualified candidates must **type 60 WPM**, have great software skills specifically in PowerPoint and Outlook, but also Excel and Word. You must also be able to work with confidential information.

Requirements

- Proficient with Microsoft Access, Excel, and Word
- **Type a minimum of 40 wpm**
- Internet savvy
- Computer savvy
- Excellent customer service skills
- Able to work in a fun, but sometimes noisy environment
- A team player who enjoys working closely with other office personnel

- Strong time and project management skills
- Excellent teamwork skills and demonstrated ability to cooperate productively with a management team
- Solid judgment and ability to act independently with minimal supervision; initiative and proactive thinking
- Excellent ability to deal with high level external sources, senior management, owners, co-workers and confidential information are a must
- Must be able to think independently while working in a team-oriented environment
- Strong computer and word processing skills, ability to type **at least 60wpm**. Strong competency in Microsoft Office (word, excel, powerpoint) applications

**Qualifications**

- Outgoing and upbeat professional
- Proficient typing skills, **at least 60 wpm**
- Excellent time/project management skills
- Strong attention to detail
- Ability to be work independently and as team member
- Microsoft Word, Excel and Outlook experience is helpful
- Entry-level accounting and QuickBooks knowledge is a plus

**Requirements:**

- High School Diploma or equivalent
- **Minimum 5+ years of executive receptionist**
- **(2) years of PC experience**
- **Types 60+ wpm**

**Job Requirements:**

Skills/ Competencies

- **Qualified typist (50 wpm).**
- Demonstrated knowledge of business application software including spreadsheets, databases and word processing.
- Must be able to operate a computer and peripheral equipment for word processing.
- Excellent verbal and good written communications skills required.
- Excellent organization skills and ability to work independently.

**Requirements****ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER**

Qualified candidates **must type 60 WPM**, have great software skills specifically in PowerPoint and Outlook, but also Excel and Word. You must also be able to work with **confidential information**.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Type 55+ wpm**

Microsoft Excel - intermediate/advanced level  
Microsoft Word - intermediate/advanced level  
Microsoft PowerPoint – intermediate/advanced level  
Basic bookkeeping skills  
Exceptional organizational skills

**Requirements:**

- Microsoft Word, Outlook and Excel skills
- Accurate typing skills of **60 plus words per minute**
- Highly organized, efficient and accurate
- Ability to multi-task and meet priority deadlines
- Ability to lift 10 to 20 pounds, if needed

**JOB REQUIREMENTS**

**EDUCATION:** High School Degree

**EXPERIENCE:** 1-2 years Clerical

**SPECIALIZED KNOWLEDGE:** excellent telephone and good communication skills; ability to set priorities; competent in computer skills; **ability to type 35 wpm**; attention to detail and accuracy

Scot Ober is the senior author of  
*Gregg College Keyboarding & Document Processing, 11e*,  
published by McGraw-Hill, 2011.