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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

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September 25, 2020

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **Administrative Assistant IV**
Pacific Grove High School
- HOURS:** 8 hours per day 5 days per week, 11 months per year
- SALARY:** Range 39: Starts at \$25.10 per hour (*advance in 6 steps*)
- DESCRIPTION:** Under the direction of the Principal, will provide highly responsible, technical, and complex secretarial support to the Principal and or Assistant Principal with a minimum of supervision. Assists in coordinating the secretarial and clerical services of the school; and disseminates information to staff, parents, students and the community. Basic knowledge of receptionist and telephone etiquette, Microsoft office suite, Google suite, Illuminate Education, QuickBooks and Escape Online is highly desirable. Please see complete job description on our website @ www.pgusd.org.
- EFFECTIVE:** ASAP
- TRANSFERS:** **Transfers ONLY September 25, 2020 through October 1, 2020**
Apply for transfer in writing within five (5) workdays (Per CSEA contract Article VIII B. 5)
- DEADLINE:** All other applicants October 5, 2020
- APPLICATION:** Apply on EDJOIN or submit a complete application package to:
Transfers Submit WRITTEN TRANSFER REQUEST to:
Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950.
PHONE: 831-646-6507 FAX: 831-646-6527
District website: www.pgusd.org

A complete classified application package includes a classified application, letter of introduction, current résumé, 3 letters of recommendation and a **typing test verifying 55 WPM**. A proctored typing speed certification may be required.

A written test may be required for this position. Testing Date TBD

District employees need only submit a letter of interest or transfer request and typing test verifying 55 WPM.
A proctored typing speed certification may be required. An updated Resume is encouraged

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.