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

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April 30, 2021

## NOTICE OF CLASSIFIED VACANCY

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

- POSITION:** CLERK III ~ [PACIFIC GROVE ADULT EDUCATION](#)
- HOURS:** 8 hours per day, 5 days a week 11.5 months per year  
Monday-Friday 9:00am-5:30 pm (includes a 30 minute unpaid meal period)
- SALARY:** Range 33: Starts at \$ 21.55 per hour
- EFFECTIVE:** ASAP
- DESCRIPTION:** Under the supervision of the Principal, immediate supervisor, or designee, performs responsible clerical and data processing work.  
See entire job description @ [www.pgusd.org](http://www.pgusd.org)
- REQUIREMENTS:** Must meet minimum [Clerk III job description requirements](#) located on our website under the Human Resources tab. This position will work closely with Coordinator on data accountability and quarterly state reporting. ASAP and Tops Pro knowledge preferred.
- TRANSFERS:** [Transfers April 30, 2021 – May 7, 2021](#)  
**Apply for transfer in writing within five (5) workings days (Per CSEA contract Article VIII B.)**
- DEADLINE:** All other applicants May 10, 2021
- APPLICATION:** Submit a complete application package on [EDJOIN](#) or to:

[Pacific Grove Unified School District](#)

Human Resource Department  
Billie Mankey, Director, Human Resources  
435 Hillcrest Avenue  
Pacific Grove, CA 93950.  
Phone: 831-646-6507; FAX: 831-646-6527  
District website: [www.pgusd.org](http://www.pgusd.org)  
E-mail: [bmankey@pgusd.org](mailto:bmankey@pgusd.org)

A complete classified application package includes a district classified application form, current résumé, and 3 current (with last year) letters of recommendation and a Typing Certificate verifying 45 or more net words per minute

***A district written test is required for this position. Only those applicants with a complete application packet & meeting the job description qualifications will be invited to test. Test Date TBD Only those applicants that pass the written test will be invited to interview.***