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

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June 1, 2021

**New Close Date**

## NOTICE OF CLASSIFIED VACANCY

*QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW*

- POSITION:** CLERK III ~ [PACIFIC GROVE ADULT EDUCATION](#)
- HOURS:** 4 hours per day, 5 days a week 11.5 months per year  
Monday-Friday 8:30AM-12:30PM
- 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.  
*This position will work closely with the program coordinator on data accountability and quarterly state reporting. ASAP (Adult School Registration Program) and Tops Pro knowledge preferred. Bilingual applicants encouraged to apply.*
- REQUIREMENTS:** Must meet minimum [Clerk III job description requirements](#) located on our website under the Human Resources tab.
- DEADLINE:** Open until filled – interviews may be conducted as applications are received
- APPLICATION:** Submit a complete application package on [EDJOIN](#):

### [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***

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.