



www.pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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May 11, 2021

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **Administrative Assistant II**
Pacific Grove Community High School
- HOURS:** 5 hours per day 5 days per week, 10.5 months per year
8:00am-1:30pm (includes 30minute unpaid meal period)
- SALARY:** Range 35: Starts at \$22.68 per hour (*advance in 6 steps*)
- DESCRIPTION:** Under the supervision of the Principal, Assistant Principal, or Department Coordinator serves as secretary to the Coordinator, the Department and the Instructors providing primary, complex, and specialized secretarial support duties.
See entire job description @ www.pgusd.org
- EFFECTIVE:** June 1, 2021
- TRANSFERS:** **Transfers ONLY May 11, 2021 through May 17, 2021**
Apply for transfer in writing within five (5) working days (Per CSEA contract Article VIII B. 5)
- DEADLINE:** All other applicants May 18, 2021
- APPLICATION:** Apply on [EDJOIN](#):
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 45 WPM.**

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

District employees need only submit a letter of interest or transfer request and typing test verifying 45 WPM.

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.