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

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509 Fax (831) 646-6582
schinbendib@pgusd.org

June 24, 2021

NOTICE OF CLASSIFIED VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** ACCOUNT CLERK III
PACIFIC GROVE UNIFIED SCHOOL DISTRICT OFFICE
- HOURS:** 8 hours per day, 5 days a week 12 month work calendar
Monday-Friday 8:00am-5:00pm (includes a 1-hour unpaid meal period)
Hours are determined based on program need
- SALARY:** Range 39: Starts at \$ 25.10 per hour
- EFFECTIVE:** ASAP
- DESCRIPTION:** Under supervision of the Assistant Superintendent for Business Services performs clerical and accounting functions related to accounts payable and performs related work as assigned. See entire job description @ www.pgusd.org
- REQUIREMENTS:** Must meet minimum Account Clerk III job description requirements located on our website under the Human Resources tab.
- DEADLINE:** July 16, 2021
- 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
E-mail: 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

District employees need to submit a letter of intent and a typing certificate verifying or more net words per minute. An updated resume and cover letter are highly encouraged.

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.