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

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June 21, 2021

NOTICE OF CLASSIFIED SUBSTITUTE VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

- POSITION:** **SUBSTITUTE ACCOUNT CLERK III**
PACIFIC GROVE DISTRICT OFFICE
- HOURS:** 8 hours per day, 5 days a week ASAP – up to 3 months
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 – Substitute needed while we are in the process of recruiting a full time Account Clerk III.
- 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:** June 28, 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.