



*Department of Consumer Affairs*  
**CALIFORNIA BUREAU OF REAL ESTATE**

*Equal Opportunity Employer*

**Job Opportunity**

**Chief Examination Proctor**

**SACRAMENTO, OAKLAND, FRESNO, LOS ANGELES VICINITY  
AND SAN DIEGO EXAM CENTERS**

(Salary \$11.29-\$12.08 an hour)

The California Bureau of Real Estate (CalBRE) administers licensing examinations for real estate brokers and salespersons. CalBRE has multiple positions to fill at the above locations. CalBRE exam centers are located as follows: Sacramento – 1651 Exposition Blvd.; Oakland - 1515 Clay Street, Ste. 703; Fresno - 2550 Mariposa Mall, Ste. 3070; La Palma - 1 Centerpointe Drive, Ste. 370; and San Diego - 7630 Carroll Road, Ste. 100. Under direction of the Exam Prep Unit, the Examination Proctor (Chief Examination Proctor) administers written and/or electronic examinations for applicants attempting to qualify for a real estate salesperson or broker license, and for those disciplined licensees required to take a Professional Responsibility examination.

**Duties of the Position Include:**

- Pencil and Paper Examinations - Responsible for directing the work of assistant proctors; setting up/clearing the exam room; completing various types of paperwork related to the administration of the exam; inspecting exam admittance forms and identification to assure only authorized persons are admitted to the exam; instructing examinees in proper exam procedures; distributing/collecting exam material and verifying for completeness and accuracy; maintaining order and quiet in the exam room; monitoring examinees to ensure compliance with prescribed exam security rules to prevent dishonesty/collusion among examinees; preparing reports of incidents occurring during the exam; ensuring and safeguarding the security of all exam material/booklets before, during and after the exam which involves counting exam booklets to ensure all booklets are accounted for; making sure examinees do not leave the exam room without authorization; making sure no exam material is taken from the exam room; verifying that all completed answer sheets are accounted for.
- Electronic Examinations - Responsible for conducting tasks associated with an electronic examination administration which includes: directing the work of assistant proctors; setting up/clearing the exam room; completing various types of electronic reports related to the administration of the exam; inspecting exam admittance forms and identification to assure only authorized persons are admitted to the exam; instructing examinees in proper exam procedures; maintaining order and quiet in the exam room; monitoring examinees to ensure compliance with prescribed exam security rules to prevent dishonesty/collusion; preparing electronic as well as written reports of incidents occurring during the exam; ensuring and safeguarding the security of all examination inventory and equipment.
- Train Chief Examination and Assistant Proctors as needed.
- Respond to telephone calls from Exam Prep Unit; monitor supplies and advise the Exam Prep Unit when low; advise Exam Prep Unit of exam site maintenance problems if they occur. Respond to and relay information from on site property management company to Exam Prep Unit. Perform other duties as required.

**Minimum Qualifications:**

- At least twenty-five assignments with the State Personnel Board or a similar agency in the administration of tests; OR
- One year of teaching experience OR
- One year of experience in directing adults in group activities (Graduation from a recognized college or university may be substituted for the required experience).

**Necessary/Desirable Qualifications/Experience:**

- Ability to follow specific oral and written procedures.
- Ability to speak clearly/audibly in front of a group.
- Ability to use tact and professionalism when dealing with examinees.
- Knowledge of principles of effective supervision and ability to direct the work of others.
- Ability to use a personal computer to carry out the duties of the position.

**WHO MAY APPLY:** Eligible candidates who meet the minimum qualifications of the classification. All interested applicants must submit a standard State Application Form STD 678 (original signature required). Only the most qualified candidates will be interviewed. Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Applicants who receive state public assistance need to identify their status as a CalWORKs recipient in the "Comments" area on the application. Applicants must submit verification of CalWORKs status such as; current eligibility verification obtained through the CalWORKs program, most recent Notice of Action showing Temporary Assistance for Needy Family (TANF) eligibility, etc. Please indicate RPA # 623- 214 CEP on your application in order for it to be considered.

**Applications must be submitted to address below:**

Bureau of Real Estate, Human Resources

1651 Exposition Blvd.

Sacramento, CA 95815

(916)263-7361

**California Relay Service: 1-800-735-2922**

**(Voice): 1-800-735-2929 (TDD)**

Applications may be obtained from the California Department of Human Resources (CalHR) website at <http://www.jobs.ca.gov>.

Applications will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.