



*Department of Consumer Affairs*  
**CALIFORNIA BUREAU OF REAL ESTATE**  
*Equal Opportunity Employer*  
**Job Opportunity**

**Executive Secretary I**  
**Sacramento**  
*Permanent — Full-time*

California Bureau of Real Estate has an opening for an Executive Secretary I in its Executive Office section. Under the direction and supervision of the Chief Deputy Commissioner, the incumbent will provide secretarial support to the Chief Deputy Commissioner, the Assistant Commissioner for Enforcement, the Assistant Commissioner for Licensing and Administration, the Assistant Commissioner of Audits and the Assistant Commissioner of Subdivisions and provide back-up support to the Administrative Assistant. The office is located at 1651 Exposition Blvd, Sacramento 95815. This position is permanent, full-time.

***Duties of the position may include:***

- On a daily basis, assists in reviewing incoming correspondence for routing to the appropriate staff member for response and/or handling. Establishes due dates and maintains a call-up system to ensure deadlines are met. Reviews outgoing correspondence for accuracy. Tracks inquiries and/or complaints received from legislators and reviews staff responses. Composes letters and reports independently or from instruction. Responsible for tracking, routing, reviewing and releasing goldenrods and agency inquiries. Makes certain that assigned staff have completed the proposed response within established deadlines, and forwards to the Chief Deputy Commissioner for review and approval. personnel for handling. Responds to both written and telephone requests for forms and publications.
- Greet visitors at the reception window. Assists in answering and screening calls for the Executive Office, Enforcement Administration, Mortgage Loan and Audit Sections of the Bureau. Handles a variety of public .contacts, i.e., Legislature, Agency or Department staff, members of constituent industries, and the public, who are making inquiries on or complaining about Bureau activities.

***Required /Desirable qualifications:***

- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Ability to answer, screen and transfer all incoming phone calls using an excellent command of telephone etiquette.
- Experience using a personal computer using Word, Excel and Power Point.
- For an Executive Secretary, a valid typing certificate for 45 wpm (or greater) is required. **Attach a copy of your typing certificate to your application.**
- Dependability and reliability. Excellent attendance.

**Salary:** \$3,080-\$3,858

**Who may apply:** All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignment will be considered. All interested applicants must submit a standard State Application Form STD 678 (rev. 6/2010) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. Applications will be screened and only the most qualified applicants will be considered for an interview. This position is pending approval by the Office of Human Resources. CaIBRE is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Please indicate RPA #623-033 on your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

***Submit Applications to:***

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 CalHR website at <http://www.jobs.ca.gov>.**

**FINAL FILING DATE: December 8, 2014**

**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date. Applicants will be screened based on the Required / Desirable Qualifications show above and only those most qualified will be contacted for an interview.**