



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

OFFICE TECHNICIAN (T)

Los Angeles

Permanent — Full-time

This position is pending approval from the Office of Human Resources

The Bureau of Real Estate has an opening for an Office Technician (T) in its Enforcement section. The office is located at 320 W. 4th St., Suite 350, Los Angeles 90013. This position is permanent, full-time.

Duties of the position include:

- Provide technical support for Regional Managers, Supervising Special Investigators, Special Investigators and Auditors. Answer the Commissioner's Los Angeles telephone line. Work closely with the Bureau's Information Technology Services office as to use and accessibility of shared folders or documents.
- Perform a variety of word processing and data entry tasks utilizing a personal computer, including, but not limited to, origination of correspondence, setting up investigative cases, typing envelopes and labels, preparation of miscellaneous folders upon request, origination and maintenance of spreadsheets and data entry in the Bureau's Enterprise Information System (EIS).
- Greet visitors at the reception window. Address general and complex inquiries, both in person and over the phone, about the Real Estate Law, and the processing, handling and investigation of complaints by the Bureau's Enforcement Division. Provide technical information regarding the Bureau's licensing program, such as the types of licenses issued, requirements for issuance and renewal, and application and examination procedures.
- Prepare the postage meter for daily use; open, date stamp and distribute both interoffice and regular mail. Assist with maintaining the enforcement file room, including pulling files for Managers, Supervising Special Investigators and Special Investigators;

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.
- A self-starter who can work independently.
- 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 a typing position, a valid typing certificate for 40 wpm (or greater) is required. Attach a copy of your typing certificate to your application.**
- Dependability and reliability. Excellent attendance. Some Real Estate knowledge.

Salary: \$2686-3362

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. CalBRE 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- 000 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: July 15, 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.