



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

**OFFICE TECHNICIAN (T) –  
Sacramento**

*Permanent — Full-time*

**This position is designated as bilingual under the State's Bilingual Program. The Bureau is seeking candidates that are certified or can be immediately certified in the Spanish Language.**

The Bureau of Real Estate has an opening for an Office Technician (T) in its Enforcement section. The office is located at 1651 Exposition Blvd., Sacramento, 95815. This position is permanent, full-time.

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

- Provide phone support for the Bureau of Real Estate Enforcement and Mortgage Loan Originators sections. Using the Bureau's computer system, the Business and Professions Code, and the Commissioner's Regulations, provide answers to technical questions relating to real estate laws, licensing and examinations, and the complaint process received from the public, licensees and other governmental agencies; screen and transfer calls to the appropriate investigator or other CalBRE units for response; assist individuals with the various forms required by CalBRE. Perform license status verifications.
- Receive and process complaints; assign case numbers and set-up investigative case files. Prepare related reports, letters, and memos such as ordering court and law enforcement agency documents.
- Maintain mail logs. Open, date stamp, and distribute both interoffice and regular mail. Affix postage, prepare certified mail and return receipts, and internal mail for interoffice delivery; stuff envelopes and mail bags with requested correspondence, forms, files, or other items for office courier mail, US Postal mail or other mail couriers.

***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:** \$2740-3429

**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- 039 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: January 23, 2015**

**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.**