



DEPARTMENT OF REAL ESTATE
DEPARTMENTAL PROMOTIONAL EXAMINATION

**GENERAL AUDITOR II
CONTINUOUS FILING
Salary: \$3841 - \$4903**

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Department of Real Estate as of the final filing date, in order to participate in this examination; OR 1) must be a current or former employee of the Legislature for two or more years as defined in Government Code (GC), Section 18990; OR 2) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in GC, Section 18992; OR 3) must be a person retired from the United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY

Submit Examination Application (Std. Form 678) to:

Department of Real Estate
Attn: Casey Gates
PO BOX 187000
Sacramento, CA. 95818-7000
Testing Information: (916) 227-0802

NOTE: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

NOTE: Only applications with an original signature will be accepted.

ELIGIBILITY REQUIREMENTS

Applications (Form Std. 678) are accepted continuously and the Dept. of Real Estate will notify and test qualified applicants **as needs warrant**.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

POSITION DESCRIPTION AND LOCATION(S)

The General Auditor II, under direction, will conduct the more difficult office or field audits of the accounts and records of individuals and business firms subject to State regulation or taxation and to do other related work.

Positions are located in Sacramento, Los Angeles, San Diego, Fresno and Oakland.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

One year of experience in the California state service performing the duties of an Accountant I.

Or III

Two years of increasingly responsible professional accounting or auditing experience.

AND
Education:

**MINIMUM
QUALIFICATIONS
(CONTINUED)**

Either I
Equivalent to graduation from college, with specialization in accounting

Or II
Completion of either: (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law. **or (b)** The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview only – Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

Knowledge of:

1. Accounting and auditing principles and procedures and applying them in the work performed
2. Business law

Ability to:

1. Apply accounting and auditing principles and procedures in the work performed
 2. Conduct a variety of audits of accounts and records
 3. Analyze data and draw sound conclusions
 4. Analyze situations accurately and adopt an effective course of action
 5. Prepare clear, complete, concise reports
 6. Establish and maintain cooperative relations with those contacted in the work
 7. Speak and write effectively
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**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established to fill vacancies for the Department of Real Estate. The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**VETERANS POINTS/
CAREER CREDITS**

Veterans preference points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Real Estates' Human Resources at (916) 227-0802 three weeks after the final filing date if he/she has not received a progress notice.

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

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