



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Business Service Officer I (Specialist)
Sacramento
Permanent- Full-time

The Department of Real Estate has an opening for a Business Service Officer I in our Sacramento Fiscal Office. This is a Permanent Full-time position. The Department is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Obtain price quotes for the preparation and purchase of most DRE supplies, equipment, and furniture.
- Coordinate vendors for DRE service needs, including in-house moves and repairs.
- Utilize the General Services PIN system for purchases through stores as required.
- Prepare complex business services related reports.
- Maintain complex logs for Managers use in budgeting as well as, own duty of recycle reporting requirements.

Necessary qualifications:

- Ability to coordinate several activities at one time.
- Ability to organize and manage workload.
- Quickly analyze and resolve specific problems and cope with deadlines.
- Excellent oral & written communication skills.
- Proven interpersonal skills.
- Ability to work independently.
- Must have a valid California driver's license and a clean driving record.

Desirable qualifications:

- Dependability and excellent attendance.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Work as a team player.

Salary: Business Service Officer I (Specialist) \$3658 - \$4446

Who should apply: Current state employees at the Business Service Officer I (Specialist) level and those individuals who are transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate this status on your state application or include a copy of your notice. Please indicate RPA #08-077 on your State application. Note: DRE requires that all new employees be fingerprinted.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Karen Brodsky
Fiscal Section
(916) 227-0847

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: January 28, 2009

Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the above date.
Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

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