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

DEPUTY COMMISSIONER
FRESNO

Permanent — Full-time

The Department of Real Estate has an opening in its Fresno Enforcement Section for Deputy Commissioner. This position is permanent, full-time. The Department is located at 2550 Mariposa Mall, Room 3070, Fresno.

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Analyze evidence to determine if there has been a violation of law.
- Examine records obtained from various city, county, state and federal agencies.
- Take declarations from witnesses, complainants and respondents.
- Prepare detailed case analyses including all pertinent evidence; recommend appropriate action to be taken.
- Conduct broker office surveys to ascertain whether violations exist.
- Respond to telephone or in-person inquiries involving real estate matters.
- Testify at administrative hearings on behalf of the Department.
- Confer with and assist other government and law enforcement agencies.
- Utilize a PC to complete and track assignments.

Desirable Qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to prepare and write detailed/comprehensive investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Dependable and reliable, with excellent attendance.
- Flexibility, patience and tact.

Salary:

Range A	$2969 - $3378	Range C	$3862 - $4655
Range B	$3459 - $3970	Range D	$4243 - $5108

Who may apply: Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, Training and Development Assignments or State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.** ***Note: You must indicate RPA #08-114 on your application for it to be considered.***

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:
John Sweeney, Managing Deputy Commissioner III
San Diego District Office
(559) 445-6280

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

FINAL FILING DATE: May 12, 2009

Applications may be obtained from the SPB website at http:\\www.spb.ca.gov

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

Note: DRE requires that new employees be fingerprinted.

(4/28/09) #08-114