



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
Sacramento
Permanent — Full-time

The Department of Real Estate has an opening in its Sacramento Enforcement section for Deputy Commissioner. This position is permanent, full-time. The Department is located at 2201 Broadway Sacramento, CA 95818, in downtown Sacramento.

Duties of the position include:

- Investigate consumer complaints against real estate agents and brokers, subdividers and unlicensed individuals to determine if there has been a violation of the Real Estate law.
- Investigate written and oral complaints involving subdivisions or against licensees involving misrepresentations, mishandling of funds, PRLS operations, advance fees, improper or misleading advertisements, negligence, transactions involving undisclosed profits, review of fraud judgments, dishonest dealings, false promises, or other grounds that would warrant suspension or revocation of a license, arrest and convictions for crimes involving moral turpitude which are substantially related to acts requiring a license.
- Investigate the background of applicants or licensees involving criminal convictions or other activity that would be cause for denial or discipline of a license.
- Investigate licensee petitions for removal of restrictions or reinstatement following disciplinary actions.
- Investigate the activities of unlicensed persons who may be performing acts requiring a license.
- Gather and analyze evidence to determine if a violation of the Real Estate law can be established.
- Answer general inquiries by telephone and in person involving real estate matters.
- Confer with and assist other governmental and law enforcement agencies.
- Testify on behalf of the Department at administrative hearings.

Necessary Requirements:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- 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.
- Flexibility, patience and tact.

Desirable Qualifications:

- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable, reliable, and have excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

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, State employees transferable to the class, and Training and Development assignments. **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 #08-102 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:

Joe Carrillo, Managing Deputy Commissioner III
Sacramento District Office
(916) 227-0757

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

FINAL FILING DATE: OPEN UNTIL FILLED

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.