



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**  
**SAN DIEGO**  
*Permanent — Full-time*

The Department of Real Estate has an opening in its San Diego Enforcement Section for Deputy Commissioner. This position is permanent, full-time. The Department is located at 1350 Front Street in San Diego.

***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 #08-110 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:***

Joseph Aiu, Managing Deputy Commissioner III  
San Diego District Office  
(619) 525-4190

**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.***