



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

Office Technician (Typing) or Office Assistant (Typing) LOS ANGELES Permanent – Full-time

The Los Angeles Enforcement section has an opening for an Office Technician (Typing) or Office Assistant (Typing). This position is permanent, full-time and the Department is located at 320 West 4th Street, Suite 350 in downtown Los Angeles.

Duties of the position include:

This position provides clerical and secretarial support to the Managing Deputy Commissioner IV, Investigative Operations, the Commissioner, and other managers and Deputy Commissioners as needed.

- Type complex letters, memos, transmittals, reports and confidential material for the LADO Administration office.
- Create document formats or spreadsheets and compose correspondence to the public from written inquiries.
- Maintain a call-up system; proofread and distribute sensitive correspondence; send and distribute faxes.
- Type investigative documents, letters, etc; generate letters to complainants and police/sheriff departments.
- Provide backup assistance to the clerical assistant for the Southern Regional Manager, Administrative and Legal Affairs; prepare transmittal packets and copy memos and other documents.
- Provide assistance to the OSS III; review the work of and assist other clerical staff when necessary; train and assist new employees as needed. Provide backup duties for mail, photocopy work and assisting the front counter.

Required qualifications:

- Ability to proofread documents with accuracy
- Ability to answer, screen and transfer incoming phone calls as appropriate.
- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Excellent time management and organizational skills and the ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, deadlines, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Experience using a personal computer using Word and Excel.
- **A valid typing certificate for 40 wpm (or greater) is required. Attach a copy of your typing certificate to your application. (A typing test and certificate can be given by the Department of Real Estate).**

Desirable qualifications:

- Dependability and reliability.
- Excellent attendance.
- Ability to lift up to 20 lbs. as required.

SALARY:
Office Technician (T):
\$2598-3157

SALARY:
Office Assistant (T):
\$2143 - \$2826

Who should apply: Current State employees at the Office Technician level, those who are transferable to the class and those with list eligibility may apply. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application. Please indicate RPA #08-054 on your application.**

Submit applications to:

Linda Luna, Human Resources
 Department of Real Estate
 2201 Broadway, P.O. Box 187000
 Sacramento, CA 95818-7000
 (916) 227-0797

For information on the position contact:

Phil Ihde, Managing Deputy Commissioner IV
 Department of Real Estate
 (213) 576-6858

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 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 contacted for an interview.

Note: DRE requires that all new employees be fingerprinted.