



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) Sacramento – Permanent/Full-time

The Department of Real Estate has an opening for an Office Technician (Typing) in the Sacramento Information Technology Section. This position is Permanent, Full-time. The office is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Monitor the Help Desk support ticketing system and dispatch as appropriate.
- Assist with Batch Operations printing services.
- Manage all procurement documentation and processing.
- Provide back-up services for management of the Departments software licenses and procurement processes.
- Manage DRE service requests.
- Serve as the supply clerk for the unit.
- Serve as attendance clerk for the unit.
- Other duties as needed

Required qualifications:

- Ability to answer, screen, provide information and/or direct incoming telephone calls to the appropriate staff.
- Ability to communicate effectively with others using tact and diplomacy in person, on the phone and in writing.
- Ability to work independently, establish priorities, manage a heavy workload and carry out assigned tasks.
- Excellent attendance, reliability and dependability.
- **A valid typing certificate of 40 wpm is required.**

Typing tests can be administered and a certificate given by the Department of Real Estate. If you have a valid typing certificate (no more than 4 years old), attach a copy to your application.

Salary: \$2686 - \$3264

Who should apply: Current state employees at the Office Technician (T) 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 #08-074 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:
Denise Martinez, Data Processing Manager III
Information Technology Section
(916) 227-0588

CALIFORNIA RELAY SERVICE: 1(800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: January 20, 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.