



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 Enforcement Section. This position is Permanent, Full-time. The office is located at 2201 Broadway, Sacramento, CA 95818.

Duties of the position include:

- Serves as the lead over the DRE's Enforcement Section providing the public with technical/general real estate information, enforcement information, licensing and exam information and is the lead clerical support for the section's Managers and Deputy Commissioners.
- Responsible for typing pre-complaint correspondences, set up letters, and letters requesting additional information.
- Types and mails out forms for examinations, licensing and complaints.
- Runs computer licensing and enforcement print outs attaching them to correspondence for the Manager's review and prepares file, EIS entries, advises the complainant of the assigned deputy.
- Maintain various logs on the EIS system.
- Serves as attendance clerk for unit.
- Prepare monthly statistics for the unit.
- Maintain reports of licensees who are required by decision of the ALJ to submit accountings of their business operations, weekly AA attendance and quarterly trust fund reports.

Required qualifications:

- Ability to answer, screen, provide information and/or direct incoming telephone calls to the appropriate staff.
- Excellent spelling, grammar and punctuation skills.
- 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.
- Ability to interact effectively with individuals at all levels in a professional manner.
- Excellent attendance, reliability and dependability.
- Ability to work within mandated timeframes.
- **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.

Desirable qualifications:

- Experience with personal computers and software programs specifically, Word and Excel.
- Lead person experience.
- Knowledge of Real Estate laws, rules, regulations, policies and procedures.

Salary: \$2686 - \$3264

Who should apply: Current state employees at the Office Technician 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 #08-094 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:

Joe Carrillo, Managing Deputy Commissioner III
Enforcement Section
(916) 227-0757

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

FINAL FILING DATE: March 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.