



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*

## PROGRAM TECHNICIAN II

### Sacramento

*Permanent — Full-time*

The Department of Real Estate has an opening for a Program Technician II in its Business Support section. The position is located at 2201 Broadway in downtown Sacramento and is permanent, full-time.

#### **Duties of the position may include:**

- Analyze, interpret, investigate, verify and accurately process and enter broker and corporation/officer original license applications; process second licenses for brokers, and changes for broker and corporation licenses.
- Determine if licensee should submit continuing education requirements and proof of legal presence.
- Perform initial review and analysis of the law violation disclosures listed on original corporation applications and second license applications for brokers as they relate to Regulation 2910 and Enforcement section policies to determine license eligibility.
- Utilize the California Penal Code, Health and Safety Code, Vehicle Code and applicable Codes, including out of state and federal criminal codes, to determine whether the violation disclosures can be cleared or whether a referral must be made to a Supervisor or a District Office for further review.
- Review Fictitious Business Name Statements to ensure they are completed and filed correctly, that they are not misleading or constitute false advertising and that the submission is in accordance with Section 2731 of the Regulations of the Real Estate Commissioner.
- Process changes to existing broker, officer and corporation license records; review and process branch office applications and make appropriate judgment decisions on whether a branch officer license can be issued; review and process duplicate license requests; write letters to licensees and license applicants regarding work in progress; make outgoing callbacks in response to licensee and license applicant inquiries regarding work in progress.
- Provide telephone coverage for the incoming phone lines.
- Sort & file mail, order supplies, pull and file suspense and other duties as required.

#### **Necessary qualifications:**

- Ability to effectively answer, screen and/or transfer incoming telephone calls; excellent technical and analytical skills.
- Ability to communicate effectively, both orally and in writing; excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members, and others; ability to function independently or as part of a team; ability to work well under pressure and within mandated timeframes.
- **Ability to successfully demonstrate keyboarding skills. A keyboarding skills test will be given, however, if you have a current typing certificate (40 wpm or greater), you will not have to take the keyboarding skills test.**

#### **Desirable qualifications:**

- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Dependability and excellent attendance; On-line inquiry computer experience.
- Personal computer experience using Word or equivalent application.

#### **Who may apply:**

Current State employees at the Program Technician II level, those who are transferable to the class, and DRE employees with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application. Please indicate RPA # 08-015 on line 12 of your State application.**

**Salary Range: \$2638 - \$3209**

#### **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:**

Jerusha White, SPT II - Licensing  
Department of Real Estate  
(916) 227-0908

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

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

**FINAL FILING DATE: OPEN UNTIL FILLED**

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.