



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Program Technician
Sacramento - Permanent, Full-time

The Department of Real Estate has an opening for a Program Technician in Sacramento Subdivisions. The position is located at 2201 Broadway.

Duties of the position include:

- Review and set up new and amended applications for Subdivision's public reports and issue short-form preliminary public reports.
- Entering appropriate data into computer as determined by the type of application submitted, file abandonments, file reassignments and reports issued.
- Answer, screen and direct incoming phone calls.
- Respond to inquiries from the public regarding fees, forms, filing procedures and requests for documents.
- Open, sort, date stamp and process all incoming and outgoing mail.
- Maintain office equipment, order supplies and notify repair personnel as required.

Required qualifications:

- Ability to follow oral and written instructions and communicate effectively.
- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to answer, screen and transfer incoming phone calls.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to function independently or as part of a team.

Salary Range: **\$2280 - \$2975**

Who may apply:

Current State employees at the Program Technician level, those individuals transferable to the class, and DRE employees with PT list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #08-079 on line 12 of your application.**

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:

Darlene North, MDC II
(916) 227-8938

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

Final Filing Date: January 30, 2009

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>
Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.

Applicants will be screened using Required/Desirable Qualifications and those most qualified will be contacted for an interview.