



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*

**SUPERVISING AUDITOR I**  
**LOS ANGELES**  
*Permanent — Full-time*

The Department of Real Estate has an opening in its Los Angeles Audit section for Supervising Auditor I. This position is permanent, full-time. The Department is located at 320 West 4<sup>th</sup> Street, Suite 350, in downtown Los Angeles.

***Duties of the position include:***

- Works with Auditors during the audit planning and audit field work stages to timely identify the issues during the course of an audit, coordinate the logistics and introduces or suggests procedures to follow in order to complete the assignment.
- Maintain ongoing dialogue with the auditor about their audit and when necessary assists and/or gives advice to the auditor in determining the necessary procedures to take to complete the assignment.
- Advise auditors as to the proper documentation and working papers to support findings.
- Design appropriate procedures and techniques to attain the field audit objectives.
- Monitors each audit in progress to ensure that the field work is performed efficiently and to ensure that audits are completed timely.
- Review audit reports and working papers for clarity, conformance standards, accuracy, completeness, and relevance.
- Evaluates auditor work performance and prepares evaluation reports and employee development appraisal reports.
- Evaluates workload, identifies staffing needs and assigns resources to accomplish team audit objectives.
- Contributes to updating/development of audit programs, audit working papers and audit techniques unique to trust fund auditing and ensures implementation.
- Maintains audit database.
- Reviews and approves time, leave and expense reports.
- Trains new auditors and current staff on internal and external audits.

***Necessary Requirements:***

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

***Desirable Qualifications:***

- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.

**Salary:**

\$5079 - \$6434

**Who may apply:** Current State employees at the Supervising Auditor I level, individuals with Supervising Auditor I list eligibility and State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees.** **Please indicate SROA/Surplus on your application and include a copy of your notice.** ***Note: You must indicate RPA #08-090 on your application for it to be considered.***

***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:***

Danio Fajardo, Supervising Auditor II  
Los Angeles District Office  
(213) 576-6820

**California Relay Service:** 1-800-735-2922 (Voice); 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 invited to interview.

***Note: DRE requires that new employees be fingerprinted.***