



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

SEASONAL CLERK
Sacramento
Permanent — Full-time

The California Bureau of Real Estate has one opening in its Legal section for a Seasonal Clerk. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is limited to 1500 hours a calendar year.

Duties of the position include:

- Photocopy exhibits for staff counsel's use at administrative hearings; photocopy pleadings, letters, forms and other legal documents; collate and organize material and file in case folder or return to appropriate staff. (May require standing for long periods of time).
- Provide general office support and assistance: assist visitors and refer them where needed; set-up new case files by creating the file, labeling it, filing documents related to the file, make entries to the Enterprise Information System (EIS) for the creation of the file and files in the file room or give back to attorney or secretary assigned. Track transmittals by making EIS entries related to the creation and distribution of the transmittals. Receive, open, date stamp and distribute incoming mail, which is often of a sensitive and confidential nature.
- Maintain the legal law library by updating and/or replacing materials.

Required qualifications:

- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Ability to function independently or as part of a team.
- Ability to follow specific oral and written instructions and procedures.
- Ability to follow principles of effective time management.

Desirable qualifications:

- Dependable and reliable and have good attendance.
- Be computer literate.

Salary: \$ 1505-1707 per month

Who may apply: Priority consideration will be given to CalWORKS/TANF PARTICIPANTS. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility which may include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification. If verification is not submitted with the application, the application will not be processed. All interested applicants must submit a standard State Application Form STD 678 (Rev. 6/ 2010) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or Title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the Office of Human Resources. CalBRE is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Please indicate RPA #623- 127 your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

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

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

FINAL FILING DATE: May 2, 2014

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 date. Applicants will be screened on the Required/Desirable Qualifications shown above and interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.