Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Auditor I / General Auditor II – 2 positions
Los Angeles
Permanent — Full-time

California Bureau of Real Estate has two openings for a Auditor I or General Auditor II in its Los Angeles Audits Section. These positions are permanent, full-time and are located at 320 W. 4th St., Suite 350, Los Angeles, 90013-1105. You only need to submit one application.

Duties of the position may include:

- Perform routine and investigative audits of real estate licensees or subdividers to determine their compliance with the Real Estate Laws and Commissioner's Regulations.
- Assisting in or performing the more complex audits.
- Preparing working papers supporting audit findings and conclusions.
- Writing reports detailing the results of the audit.

Necessary qualifications:

- 4-year degree in accounting or 19 units of professional accounting/auditing courses (transcripts required).
- Field investigative audit experience.
- Financial auditing or accounting experience.
- Ability to learn and apply real estate laws and regulations to specific audit situations.
- Ability to perform and complete audit assignments.
- Ability to write accurate, concise audit reports.
- Ability to work under pressure within mandated timeframes.
- Willingness to travel within the regional area (occasional overnight travel).
- A valid California Driver's License with good driving record.
- Fingerprint/Criminal Clearance required for this position.

Desirable qualifications:

- Knowledge of California Real Estate Laws, Rules, and Regulations.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.

Salary: Auditor I - $3106 – 4085 General Auditor II - $3841 – 5050

Who should apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification All methods of appointments, including Training and Development (T&D) Assignment will be considered. 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. Applications will be screened and only the most qualified applicants will be considered for an interview. 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 #623-170/171 on 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 and Transcripts 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)

FINAL FILING DATE: July 7th, 2014

Applications may be obtained from the CalHR website at www.jobs.ca.gov.

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 final filing date

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

(6/23/14) #623-170/171