



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

**Auditor I / General Auditor II**  
**San Diego**  
**Permanent — Full-time**

California Bureau of Real Estate has an opening for an Auditor I / General Auditor II in its San Diego Audit Section. The office is located on 1350 Front Street, Suite 3064, San Diego, CA 92101-3687. This position is permanent, full-time.

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

- Perform routine audits, assigned by the Supervisor, of selected licensees involved in mortgage loan broker, property management, and resale field activities to determine if licensees are in compliance with the Real Estate Law and Commissioner's Regulations. Perform assigned investigative audits that are initiated by Enforcement, individually or as part of a team, usually concerning trust fund handling
- 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:***

- Some Real Estate knowledge.
- 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) Assignments 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. 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 #623-026Byour 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: May 9, 2014**

Applications may be obtained from the CalHR website at [www.jobs.ca.gov](http://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 contacted for an interview.