



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

LEGAL ANALYST

Los Angeles

Permanent — Full-time

The California Bureau of Real Estate has an opening in its Legal section for a Legal Analyst. The office is located at 320 W. 4th St. Ste. 350, Los Angeles, 90013-1105. This is a Permanent, Full Time position.

Duties of the position include:

- Assist attorneys in the review, research and analysis of evidence contained in investigative and enforcement files to determine whether grounds exist to support formal disciplinary action. Research case laws, statutes, regulations and departmental practice to develop and recommend appropriate remedial action; analyze the merits of cases. Draft memoranda identifying legal analysis and proposed course of action and present to attorney for review.
- Coordinate and participate in witness, complainant and respondent interviews; draft questions and responses to interrogatories. Draft basic legal documents such as pleadings, declarations, subpoenas, briefs, legal memoranda, orders, and decisions for attorney review. Identify questions for and conduct witness interviews, draft witness declarations, and schedule witnesses to testify at administrative hearings. Prepare exhibit binders, witness statements, and discovery documents used by attorneys in preparation for trial.
- Respond, orally and in writing, to basic public, licensee and internal inquiries of the Real Estate Law (Section 10000, et seq., of the Business and Professions Code), the Subdivided Lands Act (Section 11000, et seq., of the Business and Professions Code), and related sections of other code provisions involving matters within the jurisdiction of the Bureau of Real Estate. Draft legal memoranda setting forth legal analysis and proposed course of action for review and/or use by attorney. Research legal issues involving matters within the jurisdiction of the Bureau of Real Estate and provide written memoranda and oral summaries.

Required /Desirable qualifications:

- Ability to communicate effectively, both orally and in writing; excellent interpersonal skills.
- Patience and tact in dealing with the public, staff members, and others; ability to function independently or as part of a team; ability to work well under pressure and within mandated timeframes.
- Ability to organize and manage workload.
- Excellent technical and analytical skills.
- Dependable and excellent attendance.

Salary: \$3918-4906

Who may 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 Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [do not notate LEAP 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 DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA# 623-097 along with the classification and position number of this position, on your application in order for it to be considered. 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 in 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: June 2, 2015

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 only those most qualified will be contacted for an interview.