



**Department of Consumer Affairs**  
**CALIFORNIA BUREAU OF REAL ESTATE**

*Equal Opportunity Employer*

**Job Opportunity**

**Office Assistant (G)**

**Los Angeles**

*Permanent — Full-time*

The Bureau of Real Estate has an opening for an Office Assistant (G) in its Enforcement section. The office is located at 320 W. 4<sup>th</sup> Street, suite 350, Los Angeles 90013-1105. This position is permanent, full-time.

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

- Maintain the Enforcement file room, including pulling files for Managers, Supervising Special Investigators, and Special Investigators, filing closed and returned files, reviewing case files, periodically, to identify files to send to Archives or for destruction in accordance with Bureau and State guidelines and plan, sorting and boxing files to be destroyed and/or sent to archives.
- Receive, pickup, sort, and distribute incoming postal mail, files or written correspondence to the Legal, Audits, and Subdivisions mail baskets and distribute mail throughout the Enforcement section from the 1st floor mailroom. Log and arrange for shipment of UPS, Fed Ex, Courier boxes and interoffice pouches.
- Prepare outgoing postal mail by weighting and stamping the mail using a Pitney Bowes mail machine. Prepare the certified and registered mail by completing a Return receipt/certified mailing form and logging copies of said mailings in the appropriate binders. Take outgoing mail downstairs for pick up by US postal services. Order all postal supplies.
- Greet visitors at the reception window. Address general inquiries, both in person and over the phone, about the Real Estate Law, and the processing, handling and investigation of complaints by the Bureau's Enforcement Division. Provide technical information regarding the Bureau's licensing program, such as the types of licenses issued, requirements for issuance and renewal, and application and examination procedures. Accept and provide applications and forms. Refer potential complainants to the Bureau's complaint process and/or other industry or governmental agencies.

***Required /Desirable qualifications:***

- Ability to effectively answer, screen and/or transfer incoming telephone calls; excellent technical and analytical skills.
- 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.
- Knowledge of and ability to interpret and apply Real Estate Subdivision laws, rules, regulations, policies and procedures.
- Dependability and excellent attendance; On-line inquiry computer experience.
- Personal computer experience using Word or equivalent application.

***Salary:*** \$2115 - \$2847

***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, 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 #623-068 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 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: March 18th, 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 based on the Required / Desirable Qualifications show above and only those most qualified will be contacted for an interview.**