Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Office Technician (T)
Fresno
Permanent — Full-time

California Bureau of Real Estate has an opening for an Office Technician (T) in its Fresno Enforcement Section. This position is permanent, full-time and is located at 2250 Mariposa Mall, Suite 3070, Fresno, 93721-2273.

Duties of the position may include:

- Maintain a detailed working knowledge of the Enforcement program. Receive and process complaints, assign PC numbers and prepare investigative case file set-ups. Assist special investigators with their cases by requesting requisite records, preparing correspondence, and other tasks needed for completion and submission of files.
- Use a network computer and various software applications including, but not limited to Microsoft Outlook, Microsoft Word, Access, and Excel to type and edit various letters, memorandums, reports, forms, and other work related documents on a wide range of subjects relative to activities of the Enforcement Section, either independently or as directed.
- Provide assistance to the general public and other government agencies at the front counter, by telephone or by mail in reference to obtaining and maintaining a Real Estate license; provide information about the CalBRE Sales, Broker and Corporation License examinations including all requirements and procedures for taking the examination.

Necessary qualifications:

- Ability to proofread a high volume of documents with excellent command of spelling, punctuation and grammar. Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner. A self-starter who can work independently. Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Ability to answer, screen and transfer all incoming phone calls using an excellent command of telephone etiquette.
- Experience using a personal computer using Word, Excel and Power Point.
- For a typing position, a valid typing certificate for 40 wpm (or greater) is required. **Attach a copy of your typing certificate to your application.**

Desirable qualifications:

- Excellent attendance.
- Dependable and reliable.
- Some Real Estate knowledge.

Salary: $2686-3362

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 #623-096C 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)

FINAL FILING DATE: May 7, 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 contacted for an interview.