



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

OFFICE TECHNICIAN (T)

Los Angeles

Permanent — Full-time

The Bureau of Real Estate has one opening in its Audits section for a Office Technician (T). The office is located at 320 W. 4th Street, Suite 350, Los Angeles, CA 90013-1105. This position is Permanent, Full-time.

Duties of the position include:

- Review and process RE 4543, Audit Request forms received from the Enforcement Unit, Legal Unit and other units within the Bureau requesting an audit. Collect and organize documentation received. Ensure relevant documentation needed to conduct an audit was submitted. Search for auditee information in the central database system to verify the request was entered into the system by the requesting unit. Process RE 4543, Audit Request forms received from the Legal Unit requesting a chargeable audit for billing. Verify the information noted on the audit request with the information contained in the central database system. Identify the audit cost that is available in the documents provided. Enter pertinent information into an Excel spreadsheet. Scan the audit request form and legal documentation received into the Audit Unit's shared folder. Forward completed package to the Supervising Auditor.
- Establish audit folders for audits assigned to the Los Angeles and San Diego auditors. Complete the audit assignment information on the RE 4543, Audit Request. Make copies of and send out audit requests to the appropriate parties. Make copies of the audit reports for the completed audit assignments requested and forward to the appropriate staff in the Enforcement Unit, Legal Unit and others.
- Use a network computer and various software applications including, but not limited to Microsoft Outlook, Microsoft Word, and Excel to type letters, memorandums, reports, forms, and other work related documents on a wide range of subjects relative to activities of the Audit Section, either independently or as directed.

Required/Desired qualifications:

- . 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.
- 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.**
- Dependability and reliability. Excellent attendance. Some Real Estate knowledge.

Salary: Office Technician (T) - \$ 2740 - 3429

Who may apply: 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 necessary supporting documents (i.e. typing certificates) to your application. 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. CaIBRE 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-OTLA 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: October 14, 2014

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 shown above and only those most qualified will be contacted for an interview. Interviews will be conducted on a flow basis.