



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

PROGRAM TECHNICIAN II

Sacramento

Limited Term (1 year) — Full-time

The California Bureau of Real Estate has one opening in its Licensing Program / NMLS section for a Program Technician II. The office is located at 1651 Exposition Blvd. Sacramento 95815. This is a 1-Year Limited Term, Full Time position; however, this position may become permanent in the future.

Duties of the position include:

- Review and process company (MU1) sole proprietor, (MU3) branch, and individual (MU4) broker and salesperson MLO license endorsement filings. Utilize the NMLS system and the Bureau's EIS system to ensure that applications are properly completed, proper fees have been submitted, ensure testing and educational requirements have been satisfied and that the criminal background check and credit-reporting requirements have been completed.
- Review problem filings, prepare, and send correspondence to licensees via email or mail requesting additional or corrected fees and/or information. Review of these filings will require extensive knowledge of all areas of CaIBRE licensing to ensure the information on EIS records match information entered on the NMLS license endorsement application filings, including review of names, residence address on NMLS to ensure applicant does not reside out of state, and personal information (DOB and SSN). Conduct a review of incoming criminal record history information, respond to disclosure questions on the NMLS system and compare this information with disclosure and/or RAP information previously submitted by the licensee.

Required 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.
- Ability to communicate effectively, both orally and in writing; excellent interpersonal skills.

Desirable qualifications:

- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Dependability and excellent attendance; On-line inquiry computer experience.
- Personal computer experience using Word or equivalent application.

Salary: \$2691-3371

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# 623-091 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: May 27, 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 interviews will be conducted on a flow basis. Only those most qualified will be contacted for an interview.