



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

REAL ESTATE COUNSEL I / II

Los Angeles

Permanent — Full-time

The Bureau of Real Estate has one opening in its Legal section for a Real Estate Counsel I/ II. The office is located at 320 W. 4th St., Suite 350, Los Angeles 90013-1105. This position is Permanent, Full-time.

Duties of the position include:

- Review and analyze evidence contained in investigative files to determine whether grounds exist to support formal disciplinary action. In connection therewith, draft pleadings, orders, other legal documents and memoranda, as necessarily required by or in support of the matter, which is the subject of the administrative proceeding. Review proposed decisions of administrative hearings.
- Respond, orally and in writing, in a well reasoned, logical, clear and understandable manner; based on departmental policy or interpretations of law and regulations; to the public, licensee and departmental inquiries about issues involving the application of the Real Estate Law (Section 10000, et seq., of the Business and Professions Code), the Subdivided Lands Law (Section 11000, et seq., of the Business and Professions Code), the regulations implementing these two laws, and related sections of other code provisions involving matters within the jurisdiction of the Department. All of the above must be done in accordance with Bureau policy and procedures.

Required qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Flexibility.
- Resourcefulness.
- Strong analytical ability.
- Ability to organize and manage workload.
- Good judgment.
- Excellent interpersonal skills.
- Strong writing skills.

Desirable qualifications:

- Excellent attendance and dependability.
- Administrative Hearing skills/trial experience and working knowledge of civil court procedures.
- Well versed of the basic Real Estate Law and Commissioner's Regulations, California Bureau of Real Estate rules, policies and procedures and real estate licensing issues.

Salary: RE Counsel I Range A \$4678-5342 Range B \$4678-5342 Range C \$5638-7091

Who may apply: **Membership in the California State Bar is Required.** 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. transcripts/diplomas and/or 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 #623-005 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: August 27, 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.