



BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SEASONAL CLERK – 2 openings *Sacramento*

The Bureau of Real Estate has 2 openings for a Seasonal Clerk in its Licensing / Exams Section. The department is located at 1651 Exposition Blvd., Sacramento, CA 95815. These positions are limited to 1500 hours in a calendar year. You only have to submit one application for both positions.

Duties and Responsibilities of the position include:

- Assists Licensing staff with opening, sorting and distributing any incoming applications and mail to the various Licensing Program sections.
- Assists Licensing staff with filing of incomplete applications. Retrieves suspense documents from the licensing filing cabinets and distribute to appropriate staff.
- Prepares documents to be sent to State Records Center.
- Collates examination and licensing application packets, prepares address labels, prints appropriate correspondence, and mails packets.
- Retrieves voice mail messages and distributes them for handling by appropriate Licensing staff. Scans licensing documents and hearing documents for imaging; prepares documents for batching.

Required Qualifications:

- Ability to process large amounts of work with speed and accuracy.
- Must be dependable, reliable and maintain good attendance.
- Ability to shift priorities to meet deadlines.
- Good interpersonal skills with the ability to work well with staff at all levels.
- Ability to follow specific oral and written directions.
- A self-starter who can work independently or as part of a team.

Desirable qualifications:

- Experience working in an office setting. Ability to communicate effectively, using good interpersonal and customer service skills.
- Knowledge of and experience working with PCs and software such as Microsoft Excel, Microsoft Word and Outlook and ability to type using a computer keyboard. Ability to file accurately using numerical and alphabetical filing systems. Ability to spell and copy numbers and letters accurately. Ability to multi-task, i.e., respond to multiple tasks for multiple people with ease. Ability to work as a team player to meet common goals. Experience working with confidential material.
- Ability to operate various pieces of office equipment, such as scanners, copiers, fax machines. Ability to navigate through and make applicable updates/changes to program specific databases. Experience using Internet search engines

Salary Range: \$1505-1707 per month

Who should apply: Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Applicants who receive state public assistance need to identify their status as a CalWORKs recipient in the comments area on the application. Applicants must submit a verification of their CalWORKs eligibility status, which may include the most recent Notice of Action showing TANF eligibility or a copy of your last aid check stub. If verification is not submitted with the application, the application will not be processed. (Applicants may obtain verification from the CalWORKs program). All appointments are subject to approval of the Office of Human Resources. BRE 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 # 623-135,136 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 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: June 9th, 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 show above and only those most qualified will be contacted for an interview.