



BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Senior Legal Typist
Sacramento
Permanent — Full-Time – 2 positions

The Bureau of Real Estate is recruiting to fill 2 positions for Senior Legal Typist in its Sacramento Legal Office. These positions are permanent, full-time. The office is located at 1651 Exposition Blvd., Sacramento, CA 95815. Only one submission per applicant necessary in order to be considered for both positions.

Duties of the position include:

- Properly format, type and transcribe documents in connection with formal administrative hearings before the Office of Administrative Hearings, including (but not limited to) all pleadings, notices, subpoenas, briefs, written arguments, decisions and orders.
- Properly format, type and transcribe documents in connection with Recovery Account cases.
- Review correspondence and legal documents to ensure completeness and proper processing order; ensure legal notices and forms are prepared and processed to meet legal requirements and deadlines.
- Prepare copies of administrative pleadings, notices, subpoenas, briefings, written arguments, decisions and other orders connected with an administrative action.
- Type and transcribe a variety of legal documents including correspondence, pleadings, briefs, notices, forms and orders from draft notes or oral dictation.
- Copy, scan, email and/or fax documents.
- Set up and maintain files. Maintain internal control record-tracking system; establish key call-up dates of all investigative files received in the Legal Section.
- Coordinate and assemble hearing files for cases referred to Office of Attorney General when disciplinary matters are appealed to the courts.
- Ensure administrative cases and material in the law library are organized and filed properly.

Required Qualifications:

- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Ability to organize and manage workload
- Good judgment
- Excellent interpersonal skills
- Experience using a personal computer using Word and Excel
- **A valid typing certificate for 45 wpm is required; please attach a copy to your application.**

Desirable Qualifications:

- Excellent attendance and dependability
- Some knowledge of Real Estate laws, rules, regulations, policies and procedures.

Salary: Range A \$2589-3242 Range B \$2894 -3621

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) 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. A 60-day candidate pool will be established for subsequent vacancies. 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-SRLTSC on your application in order for it 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., P.O. Box 187000
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: March 19, 2014

Applications may be obtained from the Cal HR website at <http://www.jobs.ca.gov>. 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.