



BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Legal Secretary
Los Angeles
Permanent — Full-Time – 2 positions

The Bureau of Real Estate is recruiting to fill 2 positions for Legal Secretaries in its Los Angeles Legal Office. These positions are permanent, full-time. The office is located at 320 W. 4th Street, Suite 350, Los Angeles, CA 90013-1105. Only one submission per applicant necessary in order to be considered for both positions.

Duties of the position include:

- Requests and coordinates scheduling of administrative hearings, including arranging appropriate hearing sites when necessary. Calendar hearings.
- Properly format, type process and timely serve as required by law pleadings, all required notices, subpoenas, briefs, etc.
- Maintain internal control record-tracking system, establish key call-up dates of all investigative files received in the Legal Section.
- Accurately type, transcribe and format and serve pleadings, orders, briefs, written arguments, decisions, in final version form from machine dictation, handwritten drafts and computer generated drafts.
- Answer and respond to questions from BRE employees, the public, attorneys, witnesses, and respondents regarding the status of administrative disciplinary actions and procedure required by law for handling of such claims.
- Schedule witnesses and prepare and review witness fee vouchers. Copy and assemble exhibits and discovery documents.
- Act as official clerk in maintaining formal files including hearing exhibits reflecting all official acts in connection with formal administrative actions commenced under the provisions of the Administrative Procedures Act.
- Request and maintain office and equipment supplies and services and perform other duties as required.

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: \$3038- \$3803

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-LGSEC on 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., 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 11, 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.