



**Department of Consumer Affairs**  
**CALIFORNIA BUREAU OF REAL ESTATE**

*Equal Opportunity Employer*

**Job Opportunity**

**Legal Secretary –  
Sacramento**

*Permanent — Full-time*

The Bureau of Real Estate has an opening for an Legal Secretary in its Legal section. The office is located at 1651 Exposition Blvd., Sacramento, 95815. This position is permanent, full-time.

**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.

**Desirable Qualifications:**

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

**Salary:** Range A \$3099 – 3879

**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) 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. 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 (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation... Please indicate RPA #623-040 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.  
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: January 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.**