



*Department of Consumer Affairs*  
**CALIFORNIA BUREAU OF REAL ESTATE**  
*Equal Opportunity Employer*  
**Job Opportunity**

**LEGAL SUPPORT SUPERVISOR I**  
**Sacramento**  
*Permanent — Full-time*

California Bureau of Real Estate has one opening in its Legal Section for a Legal Support Supervisor I. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is Permanent, Full-time.

**Duties of the position include:**

- Supervise, plan, direct, assign, and monitor the day-to-day activities of the legal support staff who provide a variety of secretarial services to a professional staff of attorneys. Determine and set priorities; assign and monitor work; calculate and track the workload of staff to ensure assignments are completed efficiently, meet deadlines and timeliness standards; review completed staff work for accuracy and completeness.
- Recruit, select, and hire staff; provide direction, guidance, and training to staff in the performance of work; evaluate staff performance, identify training needs, and prepare written performance appraisals and/or probationary reports; establish and maintain positive working relationships and effective communication between professional and support staff. Review and approve time off requests and timesheets.
- Perform difficult and responsible secretarial and other duties for Assistant Commissioner, Legal Affairs or other professional staff. Assists and, if necessary, back up secretarial team members in the performance of secretarial duties during their absences.
- Establish and maintain standardized procedures for preparation of all legal documents and correspondence; provide training and clarification, and answer a variety of inquiries from professional and support staff on procedural aspects of processing legal actions; inform secretarial staff of changes in policy and procedures.

**Required qualifications:**

- Ability to supervise and direct the work of staff.
- Strong communications skills, both orally and in writing.
- Ability to work well under pressure and within mandated timeframes.
- Ability to follow specific oral and written instructions and procedures.
- Ability to shift priorities and be flexible.
- Ability to manage time and resources effectively.
- Strong skills in multitasking.
- Knowledge of technical legal terms and various legal forms and documents and their processing.

**Desirable qualifications:**

- Dependable, reliable and excellent attendance and excellent interpersonal skills.
- Exercise creativity and flexibility in problem identification and resolution.

**Salary: \$ 3577 – 4480**

**Who may apply:** 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](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 and Temporary Authorization Appointment (TAU) will be considered. Position may become permanent if filled using a temporary appointment and the candidate subsequently attains eligibility. 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. CalBRE 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 #623-024 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: November 13, 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.**