



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

**OFFICE ASSISTANT (T)**  
**Sacramento**  
*Permanent — half-time*

The Bureau of Real Estate has an opening for an Office Assistant (T) in its Licensing section. The office is located at 1651 Exposition Blvd, Sacramento 95815. This position is permanent, half-time. (20 hours per week)

**Duties of the position include:**

- Count and record Licensing, barcoded and non-barcoded, processed paper documents received in the unit. Organize and label documents into received date order, scan barcoded documents into an electronic image using VRS paper scanners.
- Convert microfiche to an electronic format using Mekel machine, validate and verify images are correct before transfer to license record by checking batch sheets counts against images counts, reviewing the names and keying the correct matching Enterprise Information System (EIS) license record ID numbers.
- Create new licensing forms as requested by licensing management using InDesign Software or other appropriate form design software. Revise existing licensing forms on an as needed basis due to changes in statute or legislation. Maintain history of all form changes, communicate with other licensing sections regarding requests for changes in licensing forms.

**Required /Desirable qualifications:**

- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Ability to answer, screen and transfer all incoming phone calls using an excellent command of telephone etiquette.
- Experience using a personal computer using Word, Excel and Power Point.
- For a typing position, a valid typing certificate for 40 wpm (or greater) is required. **Attach a copy of your typing certificate to your application.**
- Dependability and reliability. Excellent attendance. Some Real Estate knowledge.

**Salary:** \$1093-1484.50

**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> and enter the Classification Code or Title you wish to review. 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. This position is pending approval by the Office of Human Resources. 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- 004 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: August 8, 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.**