



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

**PROGRAM TECHNICIAN III –
Sacramento**

Permanent — Full-time

The California Bureau of Real Estate has one opening for a Program Technician III in its Licensing / Flags Section. The Bureau is located at 1651 Exposition Blvd., Sacramento. This position is permanent, full-time.

Duties of the position include:

- Researches licensee masterfile and computer records in order to prepare Information for certified license histories for use as admissible court evidence.
- Reviews original license applications violation disclosures, DOJ and FBI rap sheets and subsequent arrest reports.
- Maintains Hearing files for department and sets up and finalizes criminal background cases for original license applicants and existing licensees.
- Implementing the Decisions of the Real Estate Commissioner in the revocation, suspension, denial or other disciplinary actions taken against licensees.
- Answers phone inquiries in regard to the hearing files, interpreting sections of the Real Estate law, certified histories, types of restrictions imposed or specific instructions on how to comply with a disciplinary action taken against a specific license.
- Creates electronic and hard copy files for tracking of formal Accusations, States of Issues, Desist and Refrain Order or applications from the recovery fund.

Required qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Excellent interpersonal skills; patience, tact and the ability to deal effectively with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.

Desirable qualifications:

- Dependability and excellent attendance.
- On-line inquiry computer experience; computer experience using Word or equivalent application.

Salary: \$3010-3770

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. All appointments are subject to approval of the Office of Human Resources. CaIBRE 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 #623-134 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: September 2, 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 shown above and only those most qualified will be contacted for an interview. Interviews will be conducted on a flow basis.