



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

*Equal Opportunity Employer*

**Job Opportunity**

**REAL ESTATE COUNSEL III**

**Los Angeles**

*Permanent — Full-time*

The Bureau of Real Estate has one opening in its Legal section for a Real Estate Counsel III. Will also consider Attorney III. The office is located at 320 W. 4<sup>th</sup> Street, Suite 350, Los Angeles, CA 90013-1105. This position is Permanent, Full-time.

**Duties of the position include:**

- Review and analyze evidence contained in the most complex, difficult and sensitive investigative files to determine whether grounds exist to support formal disciplinary action. In connection therewith, draft pleadings, orders, other legal documents and memoranda, as necessarily required by or in support of the matter, which is the subject of the administrative proceeding. Review proposed decisions of administrative hearings. Work with the Department of Justice as necessary.
- Respond to discovery requests and prehearing motions. Promptly set hearing dates in contested cases. Prepare cases for formal hearing by (1) issuing such subpoenas as necessary, (2) preparing witnesses to testify, (3) conducting research on legal issues likely to arise at the hearing, and when necessary, prepare legal memoranda on such issues, (4) organizing a reasoned, logical and coherent presentation of testimony and evidence, (5) when necessary, present in a reasoned, logical and understandable manner legal argument (written or oral) based on issues arising at the hearing, (6) respond to such post-hearing matters (motions, petitions for reconsideration, notices of rejection of proposed decisions, etc.) as appropriate and necessary under the circumstances of the case.

**Required qualifications:**

- Ability to organize and manage a caseload while following principles of effective time management. Flexibility. Resourcefulness. Strong analytical ability. Ability to organize and manage workload. Good judgment. Excellent interpersonal skills. Strong writing skills.

**Desirable qualifications:**

- Excellent attendance and dependability.
- Administrative Hearing skills/trial experience.
- Some knowledge of the basic Real Estate Law.

**Salary:** RE Counsel III \$8036-10305 Attorney III \$ 8032-10305

**Who may apply:** **Membership in the California State Bar is Required.** 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 in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. This position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830). 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 classification or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments and all tenures and time bases will be considered. 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 classification 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. All interested applicants must submit a State Application (STD 678 Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, [**do not** notate LEAP eligibility]) in the "Explanations" section of the STD 678. In addition, employment information **MUST** be complete with dates, duties and responsibilities, contact names and phone number of supervisors. Candidates who do not submit all of the required documentation (incomplete application package) will be eliminated from the selection process. Please remove the Equal Employment Opportunity page as the information is not needed for job vacancies. All submitted information will be screened and the most qualified candidates will be invited to 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 (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate **RPA# 623-001**, along with the classification and position number of this position, on your application in order for it to be considered.

**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 10, 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.**

Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.