Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SPECIAL INVESTIGATOR

Los Angeles

Permanent — Full-time

The California Bureau of Real Estate has an opening in its Enforcement section for a Special Investigator. The office is located at 320 W. 4th St. Ste. 350, Los Angeles, 90013-1105. This is a Permanent, Full Time position.

Duties of the position include:

- Perform independent investigative functions for cases assigned. Assist, conduct, lead and/or review investigations by gathering analyzing and evaluating evidence including audit findings to detect, secure and verify suspected violations of the Real Estate Law, rules or regulations or if a Petitioner has satisfied the criteria of rehabilitation to warrant a plenary license. Locates accused licensees and witnesses. Interviews complainants, witness licensees, professional experts and other individuals in person to collect, analyze and evaluate evidence and testimony.
- Utilize an assigned Personal Computer and various software applications to store, maintain and prepare documents for case action and completion, i.e., if a violation has been established, prepare a concise and detailed Case Analysis including all pertinent evidence and forward to the Legal Section with a recommendation that a Statement of Issues, Accusation or Desist and Refrain Order be filed. If the evidence is not sufficient to establish a violation, prepare a Report of Investigation outlining the basic facts of the transaction/investigation with a recommendation that the investigation be inactivated.

Required /Desirable qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to prepare and write detailed investigative correspondence and reports.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector. Ability to multi-task and be able to work under pressure. Flexibility, patience and tact.
- Dependable, reliable and excellent attendance.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify and evaluate issues present in complaints and apply the appropriate CalBRE laws, rules and regulations.
- Knowledge of California Real Estate law is desired but not required.

Salary: Range A $3902-4614 Range B $4454-$5524 Range C $4888-$6076

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) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (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. 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-professinals/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 (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA# 623-096 along with the classification and position number of this position, on your application in order for it to be considered. 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.

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: June 5, 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 on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.