



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

SPECIAL INVESTIGATOR

Sacramento

Permanent — Full-time

The Bureau of Real Estate has one opening in its Mortgage Loan Activities section for a Special Investigator. The office is located at 1651 Exposition Blvd. Sacramento 95815. This position is Permanent, Full-time.

Duties of the position include:

- Review Mortgage Loan Origination (MLO) applications to investigate the backgrounds of applicants and licensees who may have evidence of criminal history based on fingerprint records received by the bureau, adverse financial history, regulatory sanctions and/or civil actions. Search court records for evidence of convictions and judgments. Obtain copies of documents from courts and law enforcement agencies.
- Interview applicants and licensees who have backgrounds that include criminal convictions, financial issues, regulatory action and /or civil judgments and process approval when the investigation concludes that there is no evidence of fraud, dishonesty, breach of trust or money laundering. Refer MLO filings to the Legal section for processing of a license denial, revocation or suspension for applicants that are found to have fraud, dishonesty, breach of trust or money laundering. In some instances disciplinary action against the CalBRE license may also be appropriate as a result of the MLO application investigation.
- Order audits when evidence of possible non-compliance is discovered and review resulting audit reports that are routed from the auditor. If the audit findings include evidence of non-compliance with the real estate laws the investigator refers the report to the Legal section for disciplinary action such as revocation or suspension of the real estate license. The investigator may also refer to the Cite and Fine section for assessment of penalty fees and orders of correction.
- Access the NMLS system at least quarterly and as often as necessary to monitor reports of mortgage loan activities and financial condition for mortgage loan originator license endorsees for evidence of compliance with real estate laws and regulations.

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.
- 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, 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-professionals/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 #623-075 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: March 24, 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.