



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

Senior Legal Typist
Sacramento
Permanent — Full-time

California Bureau of Real Estate has an opening for a Senior Legal Typist in its Sacramento Legal Section. This position is permanent, full-time and is located at 1651 Exposition Blvd., Sacramento, 95815.

Duties of the position may include:

- Properly format, type and transcribe documents in connection with formal administrative hearings before the Office of Administrative Hearings, including (but not limited to) all pleadings, notices, subpoenas, briefs, written arguments, decisions and orders. Properly format, type and transcribe documents in connection with Recovery Account cases.
- Review correspondence and legal documents to ensure completeness and proper processing order; ensure legal notices and forms are prepared and processed to meet legal requirements and deadlines. Prepare copies of administrative pleadings, notices, subpoenas, briefings, written arguments, decisions and other orders connected with an administrative action.
- Type and transcribe a variety of legal documents including correspondence, pleadings, briefs, notices, forms and orders from draft notes or oral dictation. Copy, scan, email and/or fax documents. Set up and maintain files. Maintain internal control record-tracking system; establish key call-up dates of all investigative files received in the Legal Section. Coordinate and assemble hearing files for cases referred to Office of Attorney General when disciplinary matters are appealed to the courts. Ensure administrative cases and material in the law library are organized and filed properly.

Required Qualifications:

- Excellent command of telephone etiquette and spelling, punctuation and grammar.
- Ability to organize and manage workload
- Good judgment
- Excellent interpersonal skills
- Experience using a personal computer using Word and Excel

Desirable Qualifications:

- Excellent attendance and dependability
- Some knowledge of Real Estate laws, rules, regulations, policies and procedures.

Salary: Range A \$2641-3242 Range B \$2952 -3693

Who should 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 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. 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 (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA #623-041 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)

FINAL FILING DATE: January 27, 2015

Applications may be obtained from the CalHR website at www.jobs.ca.gov. Applications, whether filed in person or by mail, must be received in the Human Resources Office no later than 5:00 p.m. on the final filing date. Applicants will be screened based on the Necessary / Desirable Qualifications shown above and only those most qualified will be contacted for an interview.