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 Enforcement 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:

- Perform independent investigative functions for cases assigned by the supervisor. Cases assigned will increase in complexity with a corresponding increase in experience and understanding of the real estate laws and regulations enforced by the Department.
- Incumbents will 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.
- Utilize an assigned Personal Computer and various software applications to store, maintain and prepare documents for case action and completion.
- Communicate orally and in writing to answer general inquiries by telephone and in person for matters involving real estate. May engage in public speaking and confer with and assist other governmental and law enforcement agencies

Required 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.

Desirable qualifications:

- 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 DRE laws, rules and regulations.
- Knowledge of California Real Estate law is desired but not required.

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

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. In addition, please attach all necessary supporting documents (i.e. transcripts/diplomas and/or typing certificates) to your application. 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. A 60-day candidate pool will be established for subsequent vacancies. CalBRE 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 #623-104 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, 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.

(3/11/14) #623-104