



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Assistant Examination Proctor

**SACRAMENTO, OAKLAND, FRESNO, LOS ANGELES VICINITY
AND SAN DIEGO EXAM CENTERS**

(Salary \$10.11-\$10.82 an hour)

The California Bureau of Real Estate (CalBRE) administers licensing examinations for real estate brokers and salespersons. CalBRE has multiple positions to fill at the above locations. CalBRE exam centers are located as follows: Sacramento – 1651 Exposition Blvd.; Oakland - 1515 Clay Street, Ste. 703; Fresno - 2550 Mariposa Mall, Ste. 3070; La Palma - 1 Centerpointe Drive, Ste. 370; and San Diego - 7630 Carroll Road, Ste. 100. Under the supervision of the Examination Proctor (Chief Examination Proctor), the Assistant Examination Proctor assists in the administration of written and/or electronic examinations for applicants attempting to qualify for a real estate salesperson or broker license, and for those disciplined licensees required to take a Professional Responsibility examination.

Duties of the Position Include:

- Pencil and Paper Examinations - Responsible for following the direction of the Chief Examination Proctor with regards to setting up/clearing the exam room; assisting in the completion of various types of paperwork related to the administration of the exam; inspecting exam admittance forms and identification to assure only authorized persons are admitted to the exam; distributing/collecting exam material and verifying for completeness and accuracy; maintaining order and quiet in the exam room; monitoring examinees to ensure compliance with prescribed exam security rules to prevent dishonesty/collusion among examinees; ensuring and safeguarding the security of all exam material/booklets before, during, and after the exam which involves counting exam booklets to ensure all booklets are accounted for; making sure examinees do not leave the exam room without authorization; making sure no exam material is taken from the exam room; verifying that all completed answer sheets are accounted for.
- Electronic Examinations - Responsible for following the directions of the Chief Examination Proctor with regards to conducting tasks associated with an electronic examination administration which includes: setting up/clearing the exam room; completing various types of electronic reports related to the administration of the exam; inspecting exam admittance forms and identification to assure only authorized persons are admitted to the exam; maintaining order and quiet in the exam room; monitoring examinees to ensure compliance with prescribed exam security rules to prevent dishonesty/collusion; ensuring and safeguarding the security of all examination inventory and equipment.
- Respond to telephone calls from Exam Prep Unit; advise Chief Examination Proctor when supplies are low; advise Chief Examination Proctor of exam site maintenance problems if they occur. Respond to and relay information from on site property management company to Chief Examination Proctor. Perform other duties as required.

Minimum Qualifications:

- One year experience working with a group of people.

Necessary/Desirable Qualifications/Experience:

- Ability to follow specific oral and written procedures.
- Ability to speak clearly/audibly in front of a group and direct a large group in a testing situation.
- Analyze situations accurately and adopt an effective course of action.
- Be courteous and calm under trying conditions.
- Tact, patience and flexibility.

WHO MAY APPLY: Eligible candidates who meet the minimum qualifications of the classification. All interested applicants must submit a standard State Application Form STD 678 (original signature required). Only the most qualified candidates will be interviewed. Priority consideration will be given to any person receiving state public assistance under the CalWORKs program. Applicants who receive state public assistance need to identify their status as a Cal WORKs recipient in the "Comments" area on the application. Applicants must submit verification of CalWORKs status such as current eligibility verification obtained through the CalWORKs program, most recent Notice of Action showing Temporary Assistance for Needy Family (TANF) eligibility, etc. Please indicate RPA #623 – 114AEP on your application in order for it to be considered.

Applications must be submitted to address below:

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 California Department of Human Resources (CalHR)
website at <http://www.jobs.ca.gov>.

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