. . . . . .

Class Specifications
for the Class:

REAL ESTATE COMMISSION ADMINISTRATIVE ASSISTANT
(REAL ESTATE COMM ADM ASST)

Duties Summary:

Plans, organizes, directs and coordinates activities in support of the Real Estate Commission; assists the public in regulatory matters relating to real estate laws, rules and regulations; review and recommends statutory and operational changes; formulates specialized standards applicable to real estate; and performs other related duties as assigned.

Distinguishing Characteristics:

The sole position in this class supervises the activities of the Real Estate Branch which is comprised of a small staff of professional and clerical positions, supplemented by temporary and exempt positions, and is responsible for providing all administrative staff assistance to the Commission including the administration and implementation of laws and administrative rules within the jurisdiction of the Commission and the Department of Commerce and Consumer Affairs. The work involves directing and coordinating plans of the Commission, assembling and interpreting data, and recommending action to the Commission.

The Real Estate Commission is responsible for the protection of the general public in its real estate (includes lands, the improvement thereon, leaseholds, and all other interests in real property) transactions. The Commission is assigned the following major responsibilities: 1) licensing regulation and disciplining of real estate salespersons and brokers; 2) registration, licensing, monitoring and inspecting of real estate schools and instructors; 3) educational functions to promote the advancement of education and research in real estate for the benefit of the public, real estate salespersons and brokers and the improvement and more efficient administration of the real estate industry; and 4) administration and implementation of laws governing condominium property regimes (condominiums), and limited equity cooperatives. In addition, the Commission serves as trustee of various substantial trust funds.

Personal contacts are frequent and diverse as the position serves as technical expert and spokesperson for the Commission. The contacts are with private individuals, groups and businesses and State agencies which provide consultative services; other branches of the department involved in licensing and regulation of

businesses and occupations; legislators, attorneys, developers, salespersons and brokers, real estate license school representatives and instructors, consumer groups, out-of-state government officials, and the general public.

The sole position in this class performs work under the general direction of the Commission and receives general supervision from the Licensing Administrator, Department of Commerce and Consumer Affairs.

Examples of Duties:

Plans, organizes, directs and coordinates the overall activities of the Real Estate Branch; provides technical advice with regard to real estate laws, rules and policies to the Commission, Licensing Administrator, other offices and public and private agencies; directs research on the interpretation and legality of laws and rules; reviews laws, rules and regulations, and drafts proposed amendments; develops and directs statewide implementation plans of new laws, rules and policies; develops detailed standards governing real estate business practices and occupational efforts relative to advertising and promotion, adequacy of safeguards, training and other practices; promulgates and promotes standards as approved, and assures compliance by those affected; administers the registration of condominium property regime and limited equity cooperatives including the review, investigation, research and resolution of issues and the issuance of public reports; develops operational policies and procedures for the branch, reviews operational problems, procedures and forms, and recommends improvements with regard to applications, examinations, procedures, policies, etc.; confers with other specialized staff on operational problems and clarifies pertinent statutes, rules, regulations and commission policies and directives; participates in court hearings as an expert witness in real estate laws, rules, and regulations; analyzes such matters as complaints, alleged violations, applications, findings of inspections and investigations and licensing examinations and the results thereof, and directs or carries out further inquiry and fact-finding, as well as prepares recommendations for disposal; plans, directs and reviews licensee examination matters, e.g., development, revision, evaluation and administration of the examination, liaisons with parties involved in the examination processes, evaluations and reports; reviews education courses for basic requirements and relevance; discusses test results with the respective applicants; oversees the registration, licensing, monitoring and inspecting of real estate schools and instructors; oversees the development and maintenance of a computerized recordkeeping system for licensees' compliance with continuing education requirements; certifies continuing education providers; investigates, researches, recommends to or reviews for the

Commission, curriculum for continuing education; analyzes, summarizes, and presents disciplinary and recovery fund cases and issues to the Commission or the director; arranges for disciplinary and administrative hearings and prepares summary of proceedings, reports of findings, conclusions and orders of the Commission; prepares agenda, subpoenas for witnesses, citations or letters of reprimand as directed; receives and reviews correspondence to the Commission and initiates response/processing; attends and participates in legislative hearings; reviews records and publications of regulated real estate and related businesses for compliance; oversees and reviews the trust funds which includes maintenance of the trust funds, preparation of the annual operating budgets and financial statements, and disbursements of funds for investment; investigates the available sources of investment of funds for Commission consideration; maintains operational statistics, prepares reports, and makes projections for program planning and budgeting; implements and monitors the program budget; directs and coordinates the preparation of information pamphlets, brochures and other literature; assures the accuracy of information contained in such literature; deals with persons engaged in real estate occupations and businesses, consultants, the general public and all other interested persons in explaining requirements, securing compliance or for other purposes; provides information to groups and individuals on licensing statutes, rules, regulations and practices by means of correspondence, publications and public speaking; and supervises professional and clerical staff.

Knowledge and Abilities Required:

Knowledge of: Real estate and condominium laws, rules and regulations; principles and practices of real estate; real estate documents, and terminology; transaction processes and legal requirements; principles and practices relating to public proceedings and public records; principles and practices involved in the application of laws, rules and regulations to a regulatory program; legislative processes; investigational and research methods and techniques; public relations; and report writing.

Ability to: Plan, organize, direct and coordinate various activities in support of the Real Estate Commission; conduct pertinent research and develop standards governing real estate business practices; read and interpret federal and State real estate laws and other guidelines; communicate effectively orally and in writing; prepare clear and concise reports and correspondence; supervise and direct the work of others; and deal effectively with others.

- -

This the first class specifications for the new class REAL ESTATE COMMISSION ADMINISTRATIVE ASSISTANT (REAL ESTATE COMM ADMIN ASST).

Effective Date: 8/16/89

DATE APPROVED: 4/18/96

/s/ Ann K. Kon
SHARON Y. MIYASHIRO
Director of Personnel Services