

Arizona Department of Real Estate

TEAM – “Together Everyone Achieves More”

The Department of Real Estate regulates the sale of subdivisions, un-subdivided lands, timeshares, condominiums, membership campgrounds, and cemeteries. It approves and monitors pre-licensing instruction, testing and continuing education courses. The Department also oversees the activities of licensees, investigates complaints against licensees and land developers, and participates in administrative hearings pertaining to their conduct.

Legal Assistant II – Compliance Specialist

Grade 17 – Annual Salary \$30,000 - \$36,000

Arizona Department of Real Estate

www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix, AZ 85007

Applications can be submitted under reference number 496619 on AZ State Jobs

<https://azstatejobs.azdoa.gov/>

JOB SUMMARY:

This position supports the Department’s mission to protect the public through administration of the Department’s enforcement and compliance program. Duties include case intake and entering appropriate information in the Department’s case management databases. Prepare initial and follow-up correspondence, legal documents and respond to inquiries. Liaison with the Arizona Attorney General’s office, process appeals and schedule settlement conferences. Maintain calendar to ensure adherence to legal deadlines. Monitor licensees and others’ compliance with the terms of Department Orders and ensuring adherence to applicable Arizona statutes and rules. Receive, evaluate and track monthly and quarterly submissions, including affidavits and reports to ensure complete compliance with the terms of the orders. Respond to written, telephonic and in-person inquiries regarding procedures required for compliance, license renewal or change of status. Thoroughly document all activity and ensure files are opened, managed and closed at the appropriate time. Prepare routine open, close and status reports. This position reports to the manager of Enforcement & Compliance and works closely with the Department’s licensing divisions, the settlement officer and legal assistant. The position has routine contact with persons subject to orders issued by the Department.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Knowledge of civil and administrative law procedures.
- Knowledge of Rules of Evidence and legal terminology.
- Knowledge of real estate transaction processes and commonly used documents.
- Knowledge of Arizona Revised Statutes Titles 32 Chapter 20, Title 41, Chapters 6 & 10 and Arizona Administrative Code Title 4, Chapter 28.
- Arizona Management System and LEAN transformation process.

Skill in:

- Excellent oral and written communications skills.
- Proficiency in multi-level case management databases
- Intermediate or above in MS Word.
- Intermediate or above in MS Excel.
- Working knowledge of Power Point and Adobe Acrobat.
- Internet research.

Ability to:

- Communicate effectively with people of various backgrounds and abilities.
- Ability to interpret and understand Arizona laws and regulation and apply to existing situations.
- Write clear and concise reports and correspondence.
- Manage large pending case load with mandatory deadlines.
- Actively participate as a team member across divisional lines.
- Testify as a witness at administrative hearings.

SELECTIVE PREFERENCE(S):

- 2-3 years of demonstrated experience in an administrative role in a legal setting, regulatory agency.
- Associates or Bachelor's Degree in public or business administration, legal, or a related degree. Certified Paralegal preferred, but not required.

The Legal Assistant - Compliance Specialist will be accountable for achieving the following:

- Reviewing and opening assigned cases within 2 business days.
- Completing and distributing introductory correspondence within 2 days of case opening.
- Reviewing and evaluating documents, conducting necessary follow-up and updating the database within 3 days of receipt.
- Preparing cases for referral to the AGO within 2 days of determination.
- Close completed cases within 2 days.
- Answering inquires related to Departmental matters within 1 business day.
- Preparing well written, concise and legally relevant correspondence.
- Documenting all case activity as it occurs.
- Completing reports and assigned projects within time specified.

PRE-EMPLOYMENT REQUIREMENTS:

- Valid Driver License

BENEFITS:

The State of Arizona offers a comprehensive benefits package to include:

- Optional employee benefits including short-term disability insurance, deferred compensation plans, and supplemental life insurance
- Life insurance and long-term disability insurance
- Ten (10) paid holidays per year
- Health and dental insurance
- Retirement plan
- Vacation leave
- Sick leave

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS). Please note that enrollment eligibility will become effective after 27 weeks of employment.

CONTACT US:

If you have any questions, please contact Abby Hansen at ahansen@azre.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Abby Hansen at ahansen@azre.gov. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.