

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

SECURITIES EXAMINER I

Position Code: K7951

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, receives training and orientation in conducting studies, analysis and investigations of applications for registration of securities and applications for registration and re-registration of securities dealers, salespersons and investment advisors; assists higher examiners in conducting routine studies of securities registration applications and applications for securities dealers, salespersons and investment advisors; participates in conducting investigations of suspected fraud; gathers financial data and background information relative to the analysis of securities registration documents.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives training in conducting studies and analysis of applications for registration of securities and registration and re-registration of securities dealers, salespersons and investment advisors; receives training in conducting investigations of suspected fraud.
2. Receives training in review and analysis of various documents submitted in connection with a registration application or gathered during an investigation including federal registration statements, underwriter agreements, articles of incorporation, by-laws, declarations of trust, articles of limited partnerships, trust indentures, legal and tax opinions, option plans, agreements, contracts, pleadings, briefs, memoranda of law, abstracts, federal and state court cases, financial statements and proposed prospectus.
3. Assists higher level examiners in studying the more routine securities registration applications and supporting documents involving primarily securities of an interstate nature.
4. Assists in the routine analysis of applications and supporting documents for registration and re-registration of securities dealers, salespersons and investment advisors.
5. Participates in conducting field investigations of suspected securities fraud; investigates routine cases of suspected securities dealer, salesperson and investment advisor violations.
6. Refers more difficult problems and cases to supervisor or more experienced examiner.
7. Gathers and compiles data related to securities studies; writes routine reports on findings of studies.
8. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, finance, economics, business administration or business law.

SECURITIES EXAMINER I (Continued)

Knowledge, Skills and Abilities

- Requires elementary knowledge of securities field and accounting and auditing techniques.
- Requires elementary knowledge of investigatory methods and techniques.
- Requires elementary knowledge of Illinois Securities Law, and rules and regulations regarding securities registration and securities dealer, salesperson and investment advisor registration.
- Requires ability to conduct studies of securities and to write reports on findings.
- Requires ability to analyze and audit financial statements.
- Requires ability to conduct simple investigations of suspected fraud and to determine if there has been any violation of securities law.
- Requires ability to maintain satisfactory working relationships with employees and the public.
- Requires willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - April 13, 1982

Effective - April 16, 1982

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year