

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

SECURITIES EXAMINER II

Position Code: K7952

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, conducts routine studies and analysis of applications for registration of interstate securities and applications for registration and re-registration of securities dealers, salespersons and investment advisors; conducts routine investigations of suspected fraud or violations of securities laws; makes recommendations regarding the necessity for legal action; assists higher level examiners in more difficult studies and analysis of securities and registrations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts routine studies and analysis of securities registration and supporting documents; prepares routine reports on findings.
2. Conducts routine analysis of applications and supporting documents for registration and re-registration of securities dealers, salespersons and investment advisors.
3. Investigates routine cases of suspected securities registration fraud and suspected securities dealer, salesperson and investment advisor violations; assists higher level examiners and enforcement attorney in conducting difficult investigations.
4. Reviews and analyzes 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.
5. Assists higher level examiners in more difficult securities studies involving primarily intrastate securities.
6. Makes recommendations regarding the acceptance or deficiencies of offerings; refers difficult problems to supervisor or more experienced examiner.
7. Gathers and compiles data and other information relative to securities studies preparing reports on findings of studies.
8. Confers with attorneys, representatives of applicants and the general public regarding registration of securities, dealers, salespersons and investment advisors advising of registration procedures and exceptions or deficiencies in applications and to gather or interpret information necessary to conduct investigations.
9. Performs other duties as required or assigned.

SECURITIES EXAMINER II (Continued)

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 and one year of experience in securities analysis field, accounting and auditing, business administration or related investigatory field.

Knowledge, Skills and Abilities

Requires working knowledge of securities field and accounting and auditing techniques.

Requires working knowledge of investigatory methods and techniques.

Requires working 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 investigations of suspected fraud and 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