



---

**FINANCIAL & SECURITIES EXAMINER/INVESTIGATOR**

**SCOPE OF WORK:**

Work involves examination and investigation of financial and securities related activities for compliance with laws relating to securities, brokers and dealers, sale of check, collection agencies, consumer finance companies, deferred presentment providers, franchises, sales personnel and investment advisors.

**DUTIES PERFORMED AT ALL LEVELS:**

- Provide interpretation of and apply laws, rules and regulations.
- Analyze disciplinary histories of applicants, registrants, and licensees to determine suitability for approval; recommend denials, suspensions, and revocations.
- Conduct examinations of activities and operations and prepare reports; prepare notification of potential law violations.
- Conduct investigations of complaints and alleged violations of laws, rules, and regulations; analyze information obtained and make recommendations to supervisor regarding appropriate enforcement, regulatory, or remedial action; prepare reports of conclusions.
- Assist state and federal law enforcement agencies in preparation of criminal prosecution.
- Analyze and accept filings for registration, renewal, or amendment; prepare comment letters regarding deficiencies and/or requests for additional information; recommend denials and/or other enforcement actions.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**FINANCIAL & SECURITIES EXAMINER/INVESTIGATOR I**

0414

GRADE J

**LEVEL DEFINITION:**

Work at this level consists of performing routine examinations and/or investigations under close supervision by a person responsible for the examination/investigation function in the agency.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, finance, accounting, criminal justice, or a related field. Additional professional-level work experience may substitute for the education requirement on a year-for-year basis. A bachelor's degree is considered to be related if, by a review of official transcripts, it is determined that the coursework is similar to that of the degrees listed above.

**FINANCIAL & SECURITIES EXAMINER/INVESTIGATOR II**      0415  
GRADE L

LEVEL DEFINITION:

Work at this level differs from the previous level with regard to the complexity of examinations/investigations and the greater degree of independence involved in performing examinations and/or investigations, prioritizing examinations/investigations, and working with customers on remedies to address violations of laws, rules, and regulations. Work may involve supervisory responsibility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Participate in the development of regulatory policies and rules.
- Provide advice regarding problem areas discovered in examinations and recommend remedial action to maintain compliance with laws, rules, and regulations.
- Determine and negotiate civil penalties or other actions to be taken in case of violations; recommend to the Commissioner appropriate remedies, sanctions, or legal action.
- Maintain a consumer complaint system.
- Coordinate civil and criminal investigative activities with local, state, and federal law enforcement agencies.
- Prepare evidence and present testimony as an expert and/or fact witness in administrative hearing or court proceedings.
- Approve applications for exemption from registration, renewals, or amendment.
- Evaluate securities and franchise registration applications and accompanying documents (circulars, prospectus documents, financial statements, etc.) to ensure that proposed offerings are just, fair, equitable, and in compliance with state and federal securities and franchise laws and regulations.
- May be assigned additional duties that include, depending on the employing agency, administration of pre-need funeral service contracts, agency budgeting and accounting functions, maintenance of computer network registration and enforcement programs, financial institutions examinations, etc.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, finance, accounting, criminal justice, or a related field and three years of professional-level work experience in

accounting, auditing, financial services, economics, law, or investigations. Additional professional-level work experience may substitute for the education requirement on a year-for-year basis. A bachelor's degree is considered to be related if, by a review of official transcripts, it is determined that the coursework is similar to that of the degrees listed above.

Eff. Date: 10/74

Rev: 8/75 – Securities Examiner and Franchise Examiner combined

Rev: 7/79 – Securities and Franchise Examiner separated into two classes

Rev: 4/92 – Securities Examiner revised as result of administrative factoring

Rev: 8/95 – Reviewed as result of change in duties; combined 0414 and 0415

Rev: 4/00 – Modified minimum qualifications statement

Rev: 6/01 – Revised to allow for use of class by Dept of Financial Institutions

Rev: 11/02 – Added a lower level at request of Dept of Financial Institutions

Rev: 7/12 – Conversion to Hay System