

CLASS TITLE: PRINCIPAL SECURITIES EXAMINER

Class Code: 02630450
Pay Grade: 31A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To supervise and review the daily activities of lower level securities examiners engaged in conducting various examinations including those of a large, extensive and difficult examinations and special investigations of the operations of broker-dealers, investment advisors, franchisers and charitable and fund-raising organizations; to participate in such examinations and investigations and submit detailed reports thereon; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior from whom assignments are received; work is reviewed occasionally upon completion to ensure conformity with law, rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of subordinate examiners and clerical assistants assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and review the daily activities of lower level securities examiners engaged in conducting various examinations including those of a large, extensive and difficult examinations and special investigations of the operations of broker-dealers, investment advisors, franchisers and charitable and fund-raising organizations.

To participate in the conducting of examinations of the operations of broker-dealers, investment advisors, franchisers and charitable and fund-raising organizations and prepare reports thereon.

To be responsible for supervising examiners engaged in the examination of notices of intention to offer securities and franchises for sale by companies or corporations and to examine their financial statements and other pertinent information or data to ascertain that such securities may be legally offered for sale.

To supervise and participate in investigations or examinations including, as required, the auditing of required financial records concerning the securities in order to ascertain whether their sale would be fraudulent or would be against the public interest, or otherwise violate the laws relating to the sale of securities.

To be responsible for the collection and reporting of data relating to examinations and investigations and the submission of written reports to a superior.

Under the supervision of a superior, to work with and coordinate investigations, when necessary, with appropriate law enforcement agencies in addressing fraud or infractions of state laws relating to the securities industry, franchising and charitable and fund-raising organizations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of state and federal laws and regulations relating to securities including the Rhode Island Uniform Securities Act and

state franchise law; a thorough knowledge of the auditing principles, practices and methods applicable in the conduct of investigations and examinations of required financial records relating to securities or franchises offered for sale to ascertain whether their sale would be fraudulent or would result in fraud or would be against the public interest; a working knowledge of laws relating to the registration of broker dealers of securities and laws relating to investment advisors and investment advisor representatives; the ability to supervise and review the work of lower level examiners engaged in conducting various examinations of the operations of broker-dealers, investment advisors, franchisers and charitable and fund-raising organizations; the ability to participate in securities investigations and complaints; the ability to prepare and submit reports of findings for the use of a superior in carrying out provisions of related state laws; the ability to analyze data submitted by charitable organizations and professional fund raisers and to make recommendations relative to such findings and to conduct investigations related to the securities industry, the state franchise law and charitable and fund-raising organizations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a four year college of recognized standing with a major in accounting; and

Experience: Such as may have been gained through: considerable employment involving the conduct of examinations of broker dealers, investment advisors, franchises offered for sale, charitable and professional fund-raising organizations, credit unions and other related licensed entities as required by law and assisting in coordinating and reviewing the work of professional examiners.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 12, 2005

Class Revised: March 10, 2013