

CLASS TITLE: SENIOR SECURITIES EXAMINER

Class Code: 02630400

Pay Grade: 28A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct routine and special examinations of the operations, books and records of broker-dealers, investment advisors, franchisers and charitable and fundraising organizations; to coordinate and review the work of professional examiners during the course of examinations involving securities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in general outline; work is usually reviewed upon completion to ensure conformity with law, established policies and procedures.

SUPERVISION EXERCISED: As required, organizes, coordinates, supervises, and reviews the work of subordinate examiners and clerical assistants assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct routine and special examinations of the operations, books and records of broker-dealers, investment advisors, franchisers and charitable and fund-raising organizations.

To coordinate and review the work of professional examiners during the course of examinations involving securities.

To examine 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 lead 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 result in fraud or would be against the public interest, or otherwise violate the laws relating to the sale of securities.

To supervise and/or prepare and submit reports of findings and recommendations thereon.

To supervise and/or review and examine applications for registration as - broker dealers, investment advisors and their respective representatives of securities and franchises and to make such examination or investigation as shall be needed to determine that the character of the applicant is such that he will conduct the business of broker dealers, investments advisors and their respective representatives without fraud; to prepare and submit report of findings and recommendations thereon.

To review registration statements filed with the Department of charitable organizations and professional fund raisers for compliance with the Charitable Solicitations Act.

As required, to assist in the preparation of information for the use of the director of the Department of Business Regulation in his conduct of a public hearing requested by a person aggrieved by an order of the Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A working knowledge of the state and federal laws and regulations relating to securities including the Rhode Island Uniform Securities Act, the state Charitable Solicitation Act and franchises offered for sale in Rhode Island; a working knowledge of the law relating to the registration of broker dealers, investment advisors and their representatives of securities and laws relating to investment advisors and investment advisor representatives; a working 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; the ability to coordinate and review the work of professional examiners; the ability to lead and participate in investigations of fraudulent practices in securities or franchise transactions and of complaints against broker dealers, investment advisors and their respective representatives; the ability to prepare and submit reports of findings for the use of a superior in carrying out provisions of the law relating to the sale and promotion of securities; 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 regarding same; 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: employment at the level of a Securities Examiner or private or public employment involving the conduct of examinations of financial/compliance records relating to broker dealers, investment advisors, franchises offered for sale, charitable and professional fund-raising organizations, and other related licensed entities.

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