



Michael Watson
SECRETARY OF STATE

Business Services & Regulation Division
Examiner - Enforcement

The candidate will plan, coordinate, and conduct assigned examinations to ensure compliance with state laws, rules, and regulations of registrants with Business Services & Regulation, including sellers of pre-need funeral products, operators of perpetual care cemeteries, scrap metal dealers, and athlete agents. The candidate will be expected to conduct analysis of business records that are sometimes complex. For scrap metal dealers, examination and investigative work involves the review and analysis of data uploaded by businesses registered with the Division to the Secretary of State's agent, LeadsOnline, in conjunction with on-site visits to scrap metal registrants to verify uploaded data and ensure compliance with laws and regulations.

Additionally, the candidate may be responsible for testifying at administrative hearings and maintaining liaison with other regulatory and enforcement officers and agencies in and out of state.

Responsibilities:

- Conduct uniform, thorough, and efficient examinations of Division registrants as assigned including on-site visits to registrants, review and analysis of business records, sending written findings of violations to registrants, and compiling all work and evidence of violations in a file to be utilized by coworkers.
- Serve as a resource to examiners and other staff regarding regulatory issues for registrants.
- Promote cooperation with other regulatory agencies and jurisdictions as opportunities arise.
- Complete special projects as assigned by Directors.

Requirements:

- Valid driver's license. Position requires intrastate travel for examinations. Candidate will travel 4-5 days per week.
- Basic computer skills: a working knowledge of Microsoft Office products, including Outlook, Excel, and Word, the ability to use various databases to view and catalog information, and familiarity with the internet.
- Ability to meet deadlines and work within a team.
- Ability to set priorities and manage multiple exams at once.

Preferred:

- Law enforcement or regulatory enforcement experience preferred but not required.