

**Secretary of State's Office
Business Services & Regulation Division**

Examiner - Enforcement

The candidate will conduct assigned examinations to ensure compliance with state laws, rules, and regulations of registrants with Business Services & Regulation, primarily scrap metal dealers, but also other industries including sellers of pre-need funeral products, operators of perpetual care cemeteries, and athlete agents. 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. Analysis or business records that are sometimes complex may be required.

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 scrap metal dealers including on-site visits to scrap yards, review and analysis of data uploaded by registrants, sending written findings of violations to registrants, and compiling all work and evidence of violations in a file to be utilized by coworkers.
- Conduct uniform, thorough, and efficient examinations of other 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 scrap metal dealers and other 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. Examiner can expect moderate weekly travel within the state.
- 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.