



Michael Watson

SECRETARY OF STATE

Secretary of State's Office Securities Division Securities Legal and Administrative Support

The Securities Division is responsible for regulating both the sale of securities and the securities professionals who sell them. In addition, the Division works with federal and state prosecuting authorities to investigate and bring charges against violators of the State's securities laws. The Division carries out these functions under the authority granted to it by the Mississippi Securities Act. This position is responsible for:

- Processing and distributing Division mail
- Answering generally-directed phone calls for the Division
- Managing the Division calendar for meetings, exams, investigations
- Processing time sheets for the Division
- Maintaining and ordering supplies
- Scheduling, coordinating, and planning Division events
- Preparing and maintaining weekly reports for staff meetings
- Preparing reports for Exams, Investigations, and Legal meetings
- Running regular media sweeps (search Craigslist, etc. for Securities-related advertisements)
- Assisting all members of the Division with additional tasks as needed

Requirements:

Must be able to work independently with high organizational skills
Must maintain confidentiality on all matters

Preferred:

Bachelor's or associate degree
Paralegal experience