



Michael Watson

SECRETARY OF STATE

Secretary of State's Office Securities Division Examiner

This position involves professional securities compliance and examination work utilizing various analytical and investigative methods to identify and document compliance with securities statutes and regulations. The work is subject to the review of an administrative superior.

Duties

- Conduct statewide routine and for-cause examinations of registered investment advisers and broker-dealer firms to assess compliance with securities laws and regulations
- Conduct research on examinees through a variety of sources (including but not limited to Central Registrations Depository, internet searches, Secretary of State business searches, social media accounts, advertising, and background searches) prior to on-site exam
- Review regulatory filings made by broker-dealers and investment advisers
- Collect and review a list of records, including pre-exam questionnaire prior to on-site exams using knowledge of securities industry rules and regulations
- Conduct on-site and desk exams which may include travel to obtain and review any on-site records and observe business and sales practices
- Conduct interviews with firm employees, agents, supervisors, and principals
- Organize and analyze collected information to detect securities fraud, financial exploitation, or noncompliance
- Prepare exam summary reports that list and explain deficiencies found during the exam
- Send exam summary reports to firm and work with firm or branch to resolve deficiencies
- Recommend remedial action to supervisors in light of any violation of law
- Refer cases to legal for enforcement, if needed

Other Responsibilities

- Respond to inquiries regarding regulations and communicate with the public on issues related to industry activity
- Educate firms, branches, agents, and representatives on best practices and Division expectations
- Help develop and deliver presentations and produce educational materials

Expectations

- Participate in on-going continuing education via self-learning, webinars, trainings, and meetings
- Earn the Certified Fraud Examiner (CFE) designation within the first two years of employment

- Participate in securities regulatory association by joining work groups and committees

Requirements

- Must have four year college degree or equivalent work experience in related field
- Must be able to meet deadlines, produce high quality work product, and work with a team
- Must use clear and analytical reasoning to make effective presentations
- Must have working knowledge of computer hardware and software such as Microsoft Office suite
- Must be able to set priorities to manage multiple concurrent tasks and workload

*Securities industry experience preferred.

*Experience in compliance is a plus.