

STATE OF NEBRASKA
CLASS SPECIFICATION
EST: 12/1990 - REV: 04/2008

CLASS CODE: G21613
SALARY GRADE: 16
OVERTIME STATUS: E

SECURITIES INVESTIGATION AND COMPLIANCE UNIT SUPERVISOR

DESCRIPTION: Under general direction from the Banking Assistant Director, Director, or designee; Directs, coordinates and supervises the technical operations and activities of a work unit within the Securities Bureau Division of the Nebraska Department of Banking and Finance in order to regulate how securities are offered and sold in Nebraska and to detect violations of Nebraska securities law and other consumer related statutes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: Positions in this class supervise other investigatory professionals equivalent to the Securities Analyst II and applies independent judgment and discretion to determine: a) assigning and directing the work of investigators, b) determining whether or not to pursue investigations of reported securities violations, c) determining what further course of action to pursue once the investigations are complete, and d) establishing relationships and/or partnerships with local police departments, the FBI, Attorney General's office, County Attorney's, the U.S. Postal service, or other law enforcement entities for the purposes of coordinating criminal investigations, prosecution, or representing the Department of Banking as the expert in Nebraska's Securities law.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Organizes, directs, coordinates, supervises and evaluates the functions and responsibilities associated with conducting investigations, and enforcing compliance with the Nebraska Securities Act and other consumer protection statutes within a work unit of the Securities Bureau Division. Position may additionally manage the registration and licensing of all entities that offer and sell securities in Nebraska.

Plans, develops, implements, coordinates, monitors and evaluates policies and procedures for carrying out the functions of a work unit of the Division of the Securities Bureau.

Investigates securities violations, consumer protection violations, and complaints for preparation of evidence for criminal and civil prosecution. May perform audits, investigate complaints or potential securities violations of broker dealers, investment advisors, and unlicensed individuals.

Investigates securities to determine if they have been registered in the State of Nebraska or if registration is required. Interviews bank officials, corporate officers, investors and other interested parties to obtain information about possible consumer protection and securities fraud. Responds in writing and verbally to inquiries and communications relating to investigations.

Investigates financial entities to determine if securities fraud has taken place. Subpoenas financial records from banks and corporate officials.

Reviews, proposes, interprets and applies statutes, rules, regulations and policies governing investigations. Supports local County Attorney's or the State Attorney General's Office in prosecuting cases involving securities and consumer protection statutes.

Serves as expert witness in securities fraud and consumer protection cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state and federal laws and administrative regulations pertaining to securities and consumer protection laws; investigative techniques used in the investigation of financial fraud; trial evidence laws concerning testimony on security fraud.

Ability to: plan, organize, delegate, and direct the work of agency employees; communicate and interact with others; read and understand rules, regulations, and guidelines and apply them to resolve problems; identify and extract pertinent information from records, conversations, and observations; make decisions and take action in dealing with problems and situations; prepare clear, concise written reports; detect and investigate securities and consumer protection fraud using knowledge of investigative techniques and financial examination; analyze a prospectus to determine its adequacy in disclosure to potential investors; clearly communicate the findings of an investigation to prosecutors and in court.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: supervision; the principles and practices of planning, monitoring, and evaluating investigations; the securities industry; the techniques and procedures used in investigations; the principles and practices of interviewing; the administrative adjudication and rule making processes; law enforcement processes and procedures; business accounting and corporate finance; securities theory and practice; investigative techniques and principles; systems for processing complaints and tracking investigations; different techniques used to raise capital in Nebraska; and accounting and financial analysis.

Ability to: deal effectively with personnel, issuers, legal counsel and the general public; supervise, review and evaluate the work of subordinates; pursue an investigation to a conclusion with determination and resourcefulness; maintain investigative material in confidence; communicate both orally and in writing; analyze and appraise all types of securities.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education or equivalent plus eight years experience in a related position; or a Bachelor's degree in corporate finance, business administration, or business law plus four years experience with the Department of Banking or a similar regulatory agency.