

Click one of these links to see the Job Description for that class:

Job Code	Job Title
X21611	Securities Analyst I
X21612	Securities Analyst II

Securities Analyst

Job Family

DESCRIPTION OF OCCUPATIONAL WORK

Positions in this class series are responsible for regulating securities sales including registration of securities, investment advisers, broker-dealers, issuer-dealers, investment adviser representatives, and agents. Incumbents also investigate complaints to detect violations of securities laws to and including securities fraud; performs related work as required.

Levels within this series are distinguished by the scope and complexity of work assigned.

Securities Analyst I

X21611

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under general supervision, regulates securities sales; registration of securities, investment advisers, broker-dealers, issuer-dealers, investment adviser representatives, and agents. Participates in the investigation of complaints to detect violations of Nebraska Securities laws; performs related work as required.

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.)

Investigates securities to determine if they have been registered in the State of Nebraska or if registration is required.

Participates in the investigation of entities and their corporate officers to determine if securities fraud or other violations have taken place. Assists in related enforcement actions, including representing the Department as subject matter or evidentiary witness, if necessary.

Subpoenas financial records from banks and corporate officials.

Interviews officials, corporate officers, investors, and other interested parties to obtain information related to complaints issued.

Prepares and administers tests to applicants for issuer-dealer registration.

Examines prospectus and registration statements filed by corporations, limited partnerships and other business entities required to file, to determine if disclosure is sufficiently complete and in compliance with laws and regulations.

Participates in the registration of investment advisers, broker-dealers, issuer-dealers, investment adviser representatives, and agents.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: business accounting and corporate finance; securities theory and practice; accounting and financial analysis; state laws pertaining to registration of securities; partnership, corporation, securities and tax laws; investigative techniques used in the investigation of financial fraud.

Ability to: deal effectively with personnel, issuers, legal counsel, and the general public; communicate both orally and in writing; analyze and appraise all types of securities; detect and investigate securities fraud using knowledge of investigative techniques and financial examination; analyze a prospectus to determine its adequacy in disclosure to potential investors; analyze applicants for registration as agents of broker-dealers and issuer-dealers.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree from an accredited college or university in a business-related field (accounting, business administration, business law, economics, finance, etc.).

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

None.

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Securities Analyst II

X21612

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Under limited supervision, regulates securities sales including registration of securities, investment advisers, broker-dealers, issuer-dealers, investment adviser representatives, and agents. The incumbent also investigates complaints to detect violations of securities laws to and including securities fraud; performs related work as required.

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.)

Investigates securities to determine if they have been registered in Nebraska or if registration is required.

Determines if the securities filing is in compliance with the rules, regulations, and guidelines of the department.

Determines whether exemptions from registration are available and assists issuers in compliance with state and federal securities laws.

Reviews applications and determines whether broker-dealers, issuer dealers and their agents should be licensed to do business in the state.

Participates in the registration of investment advisers, broker-dealers, issuer-dealers, investment adviser representatives, and agents.

Examines prospectus and registration statements filed by corporations, limited partnerships, and other business entities required to file, to determine if disclosure is sufficiently complete and in compliance with laws and regulations.

Prepares and administers tests to applicants for issuer-dealer registration.

Interviews officials, corporate officers, investors, and other interested parties to obtain information about possible securities fraud.

Investigates entities and their officers to determine if securities fraud or other violations have taken place. Participates in related enforcement actions, including representing the Department as subject matter or evidentiary witness, if necessary.

Subpoenas financial records from banks and corporate officials.

Investigates complaints against broker-dealers, issuer-dealers, and their agents or representatives that are filed by the public.

Participates in the administration of the Nebraska Protection of Vulnerable Adults from Financial Exploitation Act, Nebraska Commodity Code, Nebraska Seller Assisted Market Plan Act, Nebraska Loan Broker Act, and other various laws as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: business accounting and corporate finance; securities theory and practice; different techniques used to raise capital in Nebraska; accounting and financial analysis; state laws pertaining to registration of securities; partnership, corporation, securities and tax laws; investigative techniques used in the investigation of financial fraud; trial evidence laws concerning testimony on securities fraud.

Ability to: deal effectively with personnel, issuers, legal counsel, other regulators, and the general public; recognize pertinent resources in order to pursue an investigation to a conclusion; communicate both orally and in writing; analyze and appraise all types of securities; detect and investigate securities fraud using knowledge of investigative techniques and financial examination; analyze a prospectus to determine its adequacy in disclosure to potential investors; clearly communicate the position of the Department; analyze written documents for compliance with laws and regulations.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's Degree from an accredited college or university in a business-related field (accounting, business administration, business law, economics, finance, etc.), and, at least one year of compliance or investigative experience.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

None.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 07/1984

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Description of Occupational Work; Examples of Work; Minimum Qualifications	Level of supervision; deleted job title of supervisor; added various titles of persons being regulated; updated examples of work; increased minimum qualifications	6/1/2022