

Posting Number: 10-12
Starting Wage: \$3,500/month

Opening Date: 01/06/2012
Closing Date: Until filled

State Agency JOB VACANCY NOTICE

POSITION TITLE: Financial Examiner I CLASSIFICATION NUMBER: 1100

AGENCY: State Securities Board

MAILING ADDRESS: P.O. Box 13167, Austin, Texas ZIP CODE: 78711-3167

WORK LOCATION ADDRESS: 606 N. Carancahua St. Suite 803, Corpus Christi, Texas 78401

NUMBER OF OPENINGS: 1 DURATION: Regular Seasonal/Summer Job
Temporary Will Terminate
Part Time Hours/Week 40

FLSA EXEMPT: Yes No

TRAVEL REQUIRED: Yes, up to 25% TEXAS DRIVER LICENSE: Yes

JOB DESCRIPTION:

The Financial Examiner I will work in the Enforcement Division of the Texas State Securities Board and investigate suspected violations of the Texas Securities Act. The employee will analyze voluminous financial records, prepare spreadsheets that reflect the source and use of funds obtained through fraudulent and illegal investment schemes, prepare evidence for administrative, civil, and criminal law enforcement actions and testify as a witness or otherwise participate in legal proceedings. The employee will also perform related work as assigned.

MINIMUM QUALIFICATIONS:

The applicant must have graduated from an accredited four-year college or university with major coursework in finance, accounting or a related field. The applicant must also be skilled in the operation of computer systems and associated applications, such as software used for word processing and creating spreadsheets.

PREFERRED QUALIFICATIONS:

Preferred qualifications include experience in auditing financial records, conducting investigations and preparing concise reports and correspondence regarding the employee's findings.

REMARKS (Application Procedure, Special Requirements):

Candidates may obtain standard state applications at 208 E. 10th Street, 5th Floor, Austin, TX, request applications by calling 512-305-8300, or download applications from the Agency's website at <http://www.ssb.state.tx.us>. Candidates who submit resumes must also submit a completed standard state application. Additionally, all candidates must sign and submit the *Supplemental to Application for Employment*. All completed applications and the Supplemental to Application for Employment may be submitted through mail to Human Resources, State Securities Board, P.O. Box 13167, Austin, TX 78711-3167, via electronic mail to human.resources@ssb.state.tx.us or via facsimile to 512-305-8327. Applicants to be interviewed will be contacted by the Agency. EOE.