

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV76532</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>13</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/01/74</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Industrial Analysis and Examining Series

**JOB CODE TITLE:** STATE EXAMINER I

**HRIS TITLE:** STATE EXAMINER I

**CHARACTERISTICS OF THE CLASS:** Under general supervision, is responsible for technical work of routine to average difficulty in the analysis of applications, financial statements, and similar documents for determination of compliance with law; and performs related work as required.

This is the entry level examiner which is responsible initially for routine examinations and analyses where policies, rules, and regulations are clear and well defined, precedents exist, and chances of misinterpretation are minimal; as experience is gained performs work of average difficulty with some independence.

**EXAMPLES OF DUTIES:** Reviews, examines, and makes judgments on applications submitted to regulatory agencies requiring determination on legality of request in view of relevant laws, rules, regulations, guidelines, policies, and department procedures; audits detailed schedules of companies' financial statements filed with agency; makes detailed checks of invested assets and liability items; upon analysis, makes recommendations to supervisor for appropriate action.

Typical assignments may include reviewing routine land leasing applications for details of descriptions, location, title availability; referring possibly illegal or defective requests for review; receiving training and assisting in research the history of particular land, water and mineral areas, noting reservations, exceptions, rights-of-way and all types of special uses and easements; and conforming legal description of application to agency standards; reviewing applications and financial statements of domestic, foreign, and alien insurance companies for details of description, domesticity, tax returns and retaliatory tax, computing percentages, fees, taxes, penalties, and interest; issuing certificate of authority, receipts, and other records of official action; answering routine questions from public regarding insurance companies financial status or actions necessary to comply with law; examining securities prospectus to determine if securities satisfactorily meet the requirements of the Securities

Act of Arizona; examining applications for renewal of securities registration and/or additional securities registration; administering examinations to prospective securities salesmen; consulting with business executives or representatives about rules, regulations, and laws governing the registration of securities; examining circulars and other advertising material to be used in the sale of securities; makes background checks on salesmen, dealers, or promoters.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** the fundamental principles in the area of responsibility; business practices and office methods and practices.

**Skill/Ability to:** learn to analyze applications, financial statements, reports of business concerns, and similar documents, to determine if complete disclosure of all appropriate information has been made; establish and maintain effective working relationships with other employees, business executives and representatives, and the public.

**SPECIAL SELECTION FACTORS:**

Two years of experience working with the rules, regulations, and/or laws directly related to the specific assignment.

A Bachelor's degree from an accredited college or university may substitute for the required experience.