

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV76533</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>15</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 II

**HRIS TITLE:** STATE EXAMINER II

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

The State Examiner II is distinguished from the State Examiner I by the independence of action in the interpretations of policies, rules, and regulations as they apply to the examination and approval of applications, and for performing analysis of complex financial statements and similar documents involving utilization of complex mathematical formulas; may supervise and train State Examiners I.

**EXAMPLES OF DUTIES:** Reviews, examines, and makes independent judgments with considerable latitude 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 and complex 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; supervises and reviews the work of State Examiners I; assists in training new employees.

Typical assignments include reviewing complex land leasing applications for details of descriptions, location, title availability; reviewing and referring illegal or defective requests to the Land Commissioner for rejection; researching the history of particular reservations, exceptions, rights-of-way and all types of special uses and easements; analyzing conflicts of interest and appeals and developing cases for review and hearing; functioning as senior examiner in the examination of complex 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 questions from public regarding insurance companies financial status or actions necessary to comply with law; functioning as senior examiner in the examination of securities prospectus to determine if the 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.

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

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

**Skill/Ability to:** analyze complex 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 with the public.