

State of Alabama  
Personnel Department  
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P. O. Box 304100  
Montgomery, AL 36130-4100  
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Fax: (334) 242-1110  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)

Continuous Announcement

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## SECURITIES ANALYST - 11286

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**Salary:** \$43,339.20 - \$65,690.40  
**Announcement Date:** August 23, 2006  
**Revised Date:** September 1, 2010

### **JOB INFORMATION**

Securities Analyst is a permanent full-time position with the Alabama Securities Commission. Positions are located in Montgomery. This is highly specialized work relating to the registration/licensing and examination of securities, broker/dealers, and investment advisers.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited\* four-year college or university with a major in business administration, accounting, or finance; and two years of experience in any of the following areas: examining or preparing balance sheets, income statements, or other financial reports; reviewing of offering circulars and prospectuses for public or private issues of securities; preparation of federal and state corporate income tax returns; or reviewing of disclosure statements in connection with corporate mergers, acquisitions, and tender offers.
- OR**
- A Bachelor's degree from an accredited\* college or university in any major, and two years of experience with a securities regulatory agency analyzing securities issues, financial auditing, and/or broker/dealer operations.
- OR**
- A Bachelor's degree from an accredited\* college or university in any major, and two years experience in the financial industry to include securities compliance, securities operations, developing and implementing investment plans, or auditing of broker/dealers or investment advisers.

### **NOTE**

- This job will require extensive overnight travel.
- A valid driver's license is required.
- Trainee work experience will not count as qualifying experience.

### **BENEFITS**

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

### **EXAMINATION**

- **Open-Competitive** to all applicants
- **Work Simulation Exercise**

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.alabama.gov](http://www.personnel.alabama.gov), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

*Individuals currently on the register MUST reapply to remain eligible for employment.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

### **State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.