



JIM GIBBONS  
*Governor*

STATE OF NEVADA  
**GAMING CONTROL BOARD**

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DENNIS K. NEILANDER, *Chairman*  
MARK A. CLAYTON, *Member*  
RANDALL E. SAYRE, *Member*

## **Corporate Securities Division Duties and Requirements**

### **The Gaming Control Board is an Equal Opportunity Employer**

The following is a summary of the requirements, conditions, and duties of a Corporate Securities Agent with the State Gaming Control Board. Additionally, information regarding how to apply for a position with the Board is included.

#### **POSITION DESCRIPTION:**

Under limited supervision, investigates publicly traded corporations for registration, for suitability to hold Nevada gaming licenses, for approvals of public offerings and for related approvals; monitors registered publicly traded corporations; monitors the gaming activities

#### **QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in accounting, business administration, economics, finance or other applicable degree; or

An equivalent combination of education and professional level experience in the areas of: accounting, banking, finance, securities analysis and offerings, federal/state securities laws and regulations, financial analysis and/or investigation of white collar crime or closely related experience.

Both education and experience can be substituted on a year for year basis.

#### **Background Investigation:**

A background investigation will be conducted in order to verify the accuracy and completeness of statements contained on the application and to obtain information relevant to predicting successful performance as a Gaming Control Board employee.

All applicants who do not pass the background investigation will be removed from all Gaming Control Board eligible lists.

#### **TYPICAL DUTIES:**

**(The following is used as a partial description and is not restrictive as to duties required.)**

Conducts investigations of publicly traded corporations and their affiliates.

Analyzes financial documents and Securities and Exchange Commission filings, such as registration statements, prospectuses, and other financial documents concerning the activities of publicly traded corporations and their affiliates;

Prepares detailed reports concerning the investigations of publicly traded corporations and their affiliates;

Prepares correspondence and written and oral reports;

Interviews and interrogates individuals/applicants pursuant to assignments; Collects and preserves information pertaining to assignments;  
Discusses the results of investigations with the State Gaming Control Board (“Board”) Members and responds to their questions;

Monitors the gaming activities and operations of registered publicly traded corporations and their affiliates on a continuing basis;

Travels frequently in performance of work.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

**(Applicants will be screened for possession of these through written, oral, performance, or other evaluation procedures.)**

General knowledge of corporate organization, finance, stocks and bonds;

Knowledge of accounting and finance sufficient to read, analyze and interpret a complex corporate financial statement;

General knowledge of investigative techniques, principles and procedures;

Ability to effectively conduct investigative interviews of individuals/applicants;

Ability to objectively and promptly analyze issues;

Ability to meet deadlines and to establish and set priorities to complete a variety of tasks in a timely manner;

Ability to work independently under general supervision;

Ability to establish and maintain effective working relationships with staff, management, the financial community, other governmental agencies and the general public;

Ability to skillfully gather pertinent information;

Ability to effectively communicate both orally and in writing;

Ability to meet and cope with unusual demands and stressful situations;

Ability to appropriately deal with confidential sources of information.

**SALARY RANGE:**

Call the Gaming Control Board's Personnel Office for current salary information (775) 684-7704.

**BENEFITS:**

Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays a year; three weeks of annual leave; three weeks of sick leave (no limit on accrual); State retirement system (PERS); a tax sheltered deferred compensation plan available. State employees do not contribute to Social Security, but a Medicare deduction is required. Long term employees enjoy additional benefits.

**TRAINING:**

On-the-job training, primarily through assignment to active pre-licensing investigations; Review of work product; Interdivision seminars; and attendance at outside agency courses concentrating in the areas of financial investigative techniques, securities and exchange laws and enforcement, criminal associations and economic crime.

**CONDITIONS:**

All agents are on call 24 hours per day, and are expected, at times, to work days and hours outside the normal workweek.

All Gaming Control Board employees shall follow all conditions of employment as stated in the Gaming Control Board's Personnel Manual.

**LOCATION OF EMPLOYMENT:**

The Corporate Securities Division currently has permanent offices in Carson City; however, extensive travel throughout the United States and foreign countries is required.

**DUTIES AND REQUIREMENTS INFORMATION NOT A CONTRACT:**

This duties and requirements information sheet is not a contract of employment. Even though an applicant might successfully pass the examination process and comply and complete the background investigation, there is no guarantee the applicant will be hired by the Gaming Control Board.

**IMMIGRATION REQUIREMENT:**

It is the policy of the State of Nevada and the State Gaming Control Board to employ only U.S. citizens and aliens lawfully authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, successful applicants will be required to show proof of their legal right to work in the United States within three working days of their appointment to any position with the State Gaming Control Board.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION:**

The State Gaming Control Board is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, national origin, age, political affiliation or disability.

**HOW TO APPLY FOR A POSITION:**

When job announcements are posted on our website, you can complete the Gaming Control Board's Employment Application and send it to: Gaming Control Board, Personnel Office, P.O. Box 8003, Carson City, Nevada 89702-8003. The Board's Employment Application will be posted on the website when recruitments are open. They also can be obtained at the Board Offices located in Las Vegas, Carson City, Reno and Elko, or by calling (775) 684-7704. You can also send an e-mail request to [gcbpers@gaming.nv.gov](mailto:gcbpers@gaming.nv.gov). **Applications will only be accepted for open recruitments.**