**THE UNITED STATES VIRGIN ISLANDS**

**OFFICE OF THE LIEUTENANT GOVERNOR**

 

 **DIVISION OF**

**BANKING, INSURANCE AND**

**FINANCIAL REGULATION**

**Job Description**

**CHIEF OF SECURITIES REGISTRATION**

**(Exempt Position)**

The exempt position of Chief of Securities Registration is a management level position within the Office of the Lieutenant Governor, Division of Banking, Insurance and Financial Regulation. Under the direct supervision of the Director of the Division, this employee serves as the designee of the Lieutenant Governor (in his statutory capacity as Administrator of Securities) for the administration of Title 9, Virgin Islands Code, Chapter 23 (“*The Virgin Islands Uniform Securities Act”).* This employee will beresponsible for compliance oversight of the licensing and registration of the various securities products being offered and the individuals and entities selling these products in the Territory, pursuant to Title 9, Virgin Islands Code, Chapter 23.

**Duties of the position include but are not limited to:**

1. Ensure compliance with Virgin Islands statutes and rules and regulations governing new and renewal licenses of securities-related entities.
2. Supervision of examiners assigned to review work conducted by licensees and registrants in the securities-related field.
3. Assist the Division’s Director in the coordination of responsibilities of securities registration examiners, relating to the issuance and registration of securities entities.
4. Address and respond to inquiries in connection with securities registration in the Virgin Islands.
5. Address and respond to inquiries received from the general public as it relates to securities licensure and registration.
6. Perform other related duties.

**Required Education:**

1. Master of Business Administration (MBA) or Juris Doctorate (Law Degree), plus three years of experience in the securities field
2. A Bachelors Degree in Finance, plus five years of experience in the securities field, preferably with the ability to understand, interpret and apply applicable provisions of the Virgin Islands Code, notably Title 9, Virgin Islands Code, Chapter 23 (“*Uniform Securities Act*”)
3. Ability to travel for purposes of continued education in securities regulation and related areas

**Required Knowledge and Skills:**

1. A minimum of three years of knowledge of the securities services industry; or
2. A minimum of three years of securities regulation experience, such as experience gained from employment at a federal or state securities regulatory agency; or
3. A minimum of five years of business management or business administration experience; and
4. Working knowledge of computer programs such as Microsoft Office, Excel and Word.

**Salary (Exempt Position):**

$82,400