



# Trader I

Salary Group: B25

Class Code: 1161

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TRADER I	1161	B25	\$63,104 - \$103,491
TRADER II	1162	B27	\$76,356 - \$129,137
TRADER III	1163	B29	\$92,390 - \$156,256

## GENERAL DESCRIPTION

Performs complex (journey-level) securities trading work. Work involves identifying and executing trades as directed by management, following market activities, and presenting reports regarding trading activity and market conditions. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Identifies and tracks market conditions and trends and advises management on transactions, including the determination of the timing, order size, price level, method of execution, and broker.

Searches the market(s) for the best opportunities for the fund.

Executes trades in accordance with management direction to achieve the best possible price, commission, and time frame.

Communicates trader and market information to traders and management, and maintains records of all transactions.

Collects, compiles, analyzes, and prepares data for required financial reports used by traders and management.

May perform pre-trade and post-trade analysis to evaluate trading costs.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in financial analysis, banking, investments, accounting, or securities trading work. Graduation from an accredited four-year college or university with major coursework in finance, business administration, economics, or a related field is generally preferred. Education and experience may be substituted for one another.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of market terminology and procedures, of trading approaches and techniques, and of factors affecting price trends.

Skill in statistical concepts, methods, and mathematics; in working accurately with numerical detail; and in the use of a computer and associated applications.

Ability to assess market conditions and trends, to comply with ethical standards and professional codes of conduct, to prepare concise reports, and to communicate effectively.