### General Description

Performs highly complex (senior-level) securities trading work. Work involves identifying, analyzing, and executing trades; following market activities; presenting reports regarding trading activity and market conditions; and negotiating rates. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

### Examples of Work Performed

- Conducts analyses on trading activities to determine best timing and broker, and negotiates rates to get best prices and efficiency.
- 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.
- 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.

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**Occupational Category:** Accounting, Auditing, and Finance  
**Added:** 9-1-2019
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.