

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BANK EXAMINER I

POSITION CODE: 04131
Effective: 6-1-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, assists in conducting examinations of selected, non-complex portions of banks, savings institutions, trust companies and their affiliates and subsidiaries by gathering and analyzing information and reporting findings which are analyzed by the examiner-in-charge and consolidated into a written report of examination. Such reports evaluate the institution's management, financial condition, and compliance with state and federal banking laws and regulations relative to the establishment, operation, consolidation, or dissolution of a bank or its affiliates. While most work is performed in an office setting, there is extensive travel to facilities which are ordinarily within an assigned geographical area of the state but may include areas outside of the state. Procedures used in the examining process and loan evaluations may be performed at this level under close supervision to develop and broaden examiner skills and abilities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews and evaluates documentation pertaining to letters of credit, bank fidelity insurance, the scope and content of internal and external audit reports, charter amendments and bylaws, and charged off assets; evaluates bank policies and procedures.
2. Reviews the effectiveness of internal routine and controls and determines any weaknesses therein.
3. Examines investments and securities and prepares appropriate work papers.
4. Determines the bank's compliance with the Illinois Banking Act and other applicable state and federal laws, rules, and regulations.
5. Participates in all assigned phases of examination and prepares work papers using electronic software to support findings in completed reports of examination.

BANK EXAMINER I (Continued)

6. Attends and successfully completes training classes as required.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with courses in accounting, corporate finance, banking and monetary theory.

Requires successful completion of the Financial Institutions Examiner Trainee program.

Knowledges, Skills and Abilities

Requires elementary knowledge and understanding of the various types of investment securities and other collateral held by financial institutions, and the source from which necessary information may be obtained.

Requires working knowledge of the Illinois Banking Act, and other applicable state and federal laws and regulations.

Requires working knowledge of electronic software used by regulators in examining depository institutions.

Requires ability to analyze and interpret all types of records and financial statements maintained by banks and other relevant institutions.

Requires ability to analyze internal systems and procedures, and to evaluate management policies and methods.

Requires ability to prepare and complete accurate financial reports at completion of examinations.

Requires ability to recognize and determine violations of the law and noncompliance with rules and regulations.

Requires ability to effectively write examination component comments in areas such as: capital, earnings, liquidity and sensitivity to market risk for non-complex banks in a logical and understandable manner.

Requires ability to perform duties in a professional, proficient and ethical manner.

Requires ability to travel frequently and extensively, both in and out-of-state.

Requires a valid driver's license with access to a vehicle for travel.