

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BANK EXAMINER III

POSITION CODE: 04133

Effective: 6-1-14

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as examiner-in-charge, and performs the full range of bank, service provider and trust company examinations by gathering, analyzing information and reporting findings, including responsibility for the most complex on-site examinations of large and problem banks; as an examiner-in-charge, provides leadership, guidance, mentorship and direction to lower level examiners and provides feedback to supervisor on performance for evaluation and other purposes; travels extensively to conduct examinations of banks and to attend meetings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As an examiner-in-charge, provides regular work guidance, training, mentorship and leadership to an assigned group of examiners and provides feedback to supervisor on performance of assigned examiners for evaluation and other purposes; serves as examiner-in-charge of all phases of a bank examination, to ensure the timely, organized and efficient completion of the examination process.
2. Prepares a written comprehensive report of examination, which is submitted to the appropriate supervisor for review and subsequently transmitted to the bank's board of directors.
3. Meets with bank officials and/or boards of directors to discuss findings of the examination, and develops and drafts enforcement actions and recommends corrective action in areas containing significant weaknesses and deficiencies.
4. Independently analyzes data and information to monitor problem bank situations; examines all forms of investments, including all forms of loans; real estate, installments, commercial loans, direct lease financing and investment securities. Gathers credit information on loans and leases, reviews supporting documentation, verifies and prices collateral, and prepares loan line sheets and appropriate work papers. Analyzes and evaluates accumulated data to determine the nature and degree of risk. Discusses deficiencies with the appropriate bank management, and reports findings in writing in a logical and concise manner.

BANK EXAMINER III (Continued)

5. Attends and successfully completes training classes as required.
6. 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 completion of four years of college with courses in accounting, corporate finance, banking and monetary theory.

Requires three years of professional accounting, banking or auditing experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of bank examination methods and auditing.

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

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

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

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

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

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

Requires ability to obtain information in a professional, efficient and ethical manner.

Requires ability to write all examination component comments for complex banks such as: capital, asset quality, management, earnings, liquidity and sensitivity to market risk.

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

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