

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER I

POSITION CODE: 14971
Effective: 9-1-86

DISTINGUISHING FEATURES OF WORK:

Under general supervision, assists higher level examiners in conducting examinations of books, documents and any other material relative to the establishment, operation, consolidation or dissolution of financial institutions to include, but not be limited to: saving and loan associations, currency exchanges, credit unions or consumer credit organizations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists higher level examiners in conducting on-site examinations of records, documents, collateral, financial statements and other related materials for purposes of evaluating soundness of institutions operation and to assure compliance with relevant state/federal laws, rules and regulations; may, on occasion, serve as examiner in charge of a detailed operation for small institutions.
2. Analyzes pertinent materials and subsequently, documents findings in a logical, systematic report; offers routine recommendations concerning management structure, operating results, net worth positions, internal control and lending policies when deemed necessary; transmits report through appropriate channels for review and filing.
3. Confers with officials of financial institutions; discusses results of examinations and provides routine advice and assistance, addressing existing areas of concern; refers more complex problems to senior examiners for resolution.
4. Receives on-the-job training and works on an independent basis in examining all forms of investments to include real estate, commercial, and installment lending procedures.
5. As assigned, works in conjunction and cooperation with Federal counterparts in performing either concurrent or joint examinations of financial institutions.

FINANCIAL INSTITUTIONS EXAMINER I (Continued)

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 the completion of four years of college with a desirable minor in audit accounting or possession of a Certified Public Accountant rating.

Requires completion of the approved agency training program or the equivalent of one year professional experience involving either examination of financial institutions or the equivalent professional experience within a financial institution.

Knowledges, Skills and Abilities

Requires an elementary knowledge of existing relevant state/federal statutes governing the financial industry.

Requires an elementary knowledge of examining methods and techniques.

Requires an elementary knowledge and understanding of the various types of securities and collateral held by financial institutions.

Requires an elementary knowledge of the structure, operations and management of financial institutions.

Requires an elementary knowledge of business administration principles.

Requires an elementary knowledge of basic economic principles and practices.

Requires the ability to establish and maintain effective public relations and working relationships with officials of the industry being regulated.

Requires the ability to recognize existing or potential problems based upon established procedures and criteria.

Requires the ability to communicate effectively in oral and written form.

Requires the ability to compose written reports in a concise and logical manner.

Requires the ability to acquire requisite knowledges pertaining to lending policies, appraisal techniques and management concepts.

Requires the ability to react effectively and efficiently under stressful conditions.

Requires the ability to read and interpret computerized printouts.