

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER II

POSITION CODE: 14972
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under direction, conducts examination of books, documents or other materials relative to the establishment, operation, consolidation, or dissolution of financial institutions to include, but not be limited to: savings and loan associations, currency exchanges, credit unions or consumer credit organizations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as examiner in charge of small non-problem financial institutions; provides functional supervision of assigned examining team.
2. Serves as examiner in charge of detail operations for medium and large sized financial institutions; reviews and analyzes books, documents, collateral, financial statements and other related materials to evaluate soundness of institutions operations, and to assure compliance with state/federal laws and conformance with rules and regulations applicable to the assigned institution.
3. Analyzes pertinent materials and subsequently documents examination findings in a logical, systematic report; offer recommendations concerning management structure, operating results, net worth position, internal control and lending policies when deemed necessary; transmits reports through appropriate channels for review and filing.
4. Meets with and confers with officials of financial institutions; discusses results of examination and provides advice and assistance, addressing areas of concern; refers complex problems to senior examiners for resolution.
5. Receives on-the-job training and works in an independent basis in examining all forms of investments to include real estate, commercial, and installment lending procedures.
6. As assigned, works in conjunction and cooperation with federal counterparts in performing concurrent or joint examinations of financial institutions.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

FINANCIAL INSTITUTIONS EXAMINER II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with a desirable minor in audit accounting or possession of a Certified Public Accountant rating.

Requires three years professional experience involving either examination of financial institutions or equivalent professional experience within a financial institution.

Knowledge, Skills and Abilities

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

Requires an extensive knowledge of examining methods and techniques.

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

Requires a working knowledge of the structure, operation and management of financial institutions.

Requires a working knowledge of business administration principles.

Requires an elementary knowledge of basic economic principles.

Requires the ability to provide direction and advice to assigned examining staff.

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 and 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 logical and concise manner.

Requires the ability to acquire requisite knowledge 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.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.