

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER III

POSITION CODE: 14973

Effective: 9-1-86

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex technical or lead worker functions involving the examinations of financial institutions for which the applicable division has principle accountability to include but not limited to: savings and loan associations, currency exchanges, credit unions or consumer credit organizations; or serves in the central headquarters of a department or commission reviewing and analyzing completed examination reports prepared by a group of Financial Institutions Examiners operating within a specific area/region of the State; makes recommendations for supervisory attention and/or action.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a lead worker, plans, directs, and coordinates the activities of a group of Financial Institutions Examiners operating in an assigned area/region performing examinations of financial institutions for which the division has principle responsibility.
2. Performs complex technical functions reviewing and analyzing pertinent materials and subsequently documenting examination findings in a logical and systematic report; makes recommendations concerning management structure, operating results, net worth position, internal control and lending policies when deemed necessary; transmits reports through appropriate channels for review, filing or appropriate action.
3. In a central office setting, reviews, analyzes and evaluates the work load and examination reports submitted by subordinate field examiners to identify potential problem area in the institution being regulated by the assigned division; assures that all indicated corrective actions have been identified or causes new or additional areas to be examined and investigated.
4. Assists in developing, initiating and revising systems and methods of operation in examinations; consults with supervisor on legal problems which might arise in the examination process.
5. Serves as examiner in charge of small and medium sized institutions concentrating on the complex technical portions thereof; routinely serves as field work leader of a team of Financial Institutions Examiners reviewing and analyzing all aspects of an institution's operations.

## FINANCIAL INSTITUTIONS EXAMINER III (Continued)

6. As assigned, works in conjunction and cooperation with federal counterparts in performing concurrent or joint examinations of financial institutions.
7. Assist in providing and monitoring on-the-job training for less experienced Financial Institutions Examiners and Trainees.
8. 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 college with a desirable minor in audit accounting or possession of a Certified Public Accountant rating.

Requires three years progressively professional experience involving either examinations of financial institutions or an equivalent professional level position within a financial institution.

#### Knowledges, Skills and Abilities

Requires a thorough knowledge of existing relevant state/federal statutes governing the financial industry.

Requires a thorough knowledge of examining methods and techniques.

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

Requires an extensive knowledge of management practices, effective communication techniques, and an understanding of electronic data systems operations.

Requires an extensive knowledge of business administration and principles.

Requires a working knowledge of basic economic principles.

Requires ability to organize and effectively conduct examinations of financial transactions to assure their compliance with statutory requirements.

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

Requires ability to draft logical, well ordered reports based upon the results of examinations conducted.

Requires the ability to provide guidance and training to financial examiners in financial examination methodology.

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

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

Requires ability to react effectively and efficiently under stressful conditions.