

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER TRAINEE

POSITION CODE: 14978
Effective: 6-1-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, for a period of six to twelve months, receives training and completes job assignments to acquire knowledges and skills requisite for examining, gathering, analyzing information and reporting findings of books, documents and any other records relative to the establishment, operation, consolidation, or dissolution of financial institutions to include, but not be limited to: banks, trust companies, savings institutions, currency exchanges, credit unions or consumer credit organizations and service providers. While most bank work is performed in an office setting, there is extensive travel to facilities which are ordinarily within an assigned geographical area of the state.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists higher level examiners and receives training in performing on-site examinations of records, documents, collateral, or other related materials for purposes of ascertaining compliance with state/federal laws and regulations applicable to the institution under examination.
2. Contributes to the completion of the examination report which includes, but is not limited to, writing assignments using word processing and spreadsheet software, to indicate examination findings within the institution; transmits information and findings through the appropriate channels for review and subsequent filing.
3. For training purposes, attends and participates in meetings relative to the examinations of a financial institution to discuss findings and provide routine advice and assistance which address existing areas of concern.
4. As assigned, works in conjunction and cooperation with federal counterparts in performing concurrent or joint examinations of financial institutions.
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.

FINANCIAL INSTITUTIONS EXAMINER TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires possession of a bachelor's degree in accounting and/or finance, economics, banking or a master's degree in business administration.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires elementary knowledge of business administration practices as related to financial institutions.

Requires elementary knowledge of basic economic theory and principles.

Requires elementary knowledge of accounting theory, principles, practices and financial auditing techniques.

Requires elementary knowledge of technology utilized in financial institutions.

Requires elementary knowledge of word processing and spreadsheet software.

Requires ability to successfully perform on-the-job training assignments.

Requires ability to learn and retain knowledge of applicable state/federal statutes and regulations governing the financial industry.

Requires ability to acquire and maintain requisite skills and knowledges needed to conduct examinations of financial institutions.

Requires ability to acquire and maintain knowledge of the various types of securities and collateral held by financial institutions.

Requires ability to acquire and maintain knowledge of the structure, operation and management of financial institutions.

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

Requires ability to recognize, gather, analyze and report on relevant examination information.

Requires ability to communicate effectively in oral and written form.

Requires ability to effectively communicate and interact with banks and other regulatory agencies.

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

Requires ability to react effectively and efficiently under stressful conditions.

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

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

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