

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REAL ESTATE PROFESSIONS EXAMINER

POSITION CODE: 37760
Effective: 7-1-14

DISTINGUISHING FEATURES OF WORK:

Under direction, functions as examiner for an assigned district performing complex examinations of real estate brokerage firms, real estate broker offices, real estate appraisal offices, auction firms and other entities. Conducts complex examinations and audits of escrow records, including bank statements, ledgers, journals and reconciliations to ensure compliance with the Real Estate License Act of 2000, Real Estate Appraiser Act, Auction License Act and other related Acts. Examines offices to collect documentation and prepare appropriate reports of violations, infractions, irregularities, and misconduct for agency disciplinary and compliance review. Reviews broker contractual relationships, buyer and seller contracts, dual agency contracts, exclusive contracts, etc. for compliance with agency and state regulations. Serves as witness in regulatory and/or administrative hearings in conjunction with examination activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as independent examiner in charge of all phases of a real estate broker office examination, real estate brokerage firm examination, an auction firm examination, or a real estate appraisal office examination to ensure the timely, organized and efficient completion of the examination process.
2. Prepares a written comprehensive report of examination which is submitted for supervisory review and subsequent transmission to the executive head of the real estate licensee's office and/or to the Real Estate Administrative Disciplinary Board for disposition and/or related Boards.
3. Meets with real estate professions executives to discuss findings of the examination and develops and recommends corrective action in areas containing significant weakness and/or deficiencies.
4. Independently analyzes data and information to monitor problem real estate profession entities; examines all forms of accounts, records, check registers/logs, and ledgers of licensees to determine compliance with regulatory requirements. Confers with licensee management staff on the integration of the statutes, rules, and regulations of real estate to ensure the proper compliance of operations with regulatory requirements. Meets with private sector management to facilitate the proper alignment of operations with regulatory requirements.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REAL ESTATE PROFESSIONS EXAMINER (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of 4 years of college with coursework in accounting, business, finance or related fields.

Requires 3 years of progressively responsible experience in accounting, auditing, business, finance or related field.

Requires an active license in good standing as a Real Estate Broker, Real Estate Appraiser or Auctioneer. An applicant, who is currently employed by the State of Illinois and who has surrendered his/her license as a Real Estate Broker, Real Estate Appraiser or Auctioneer to the Department of Financial and Professional Regulation as a condition of employment, also qualifies.

Knowledges, Skills and Abilities

Requires working knowledge of the Real Estate License Act of 2000, Real Estate Appraiser Act and the Auction License Act.

Requires ability to analyze and interpret all types of records and financial statements maintained by real estate entities.

Requires a working knowledge of methods, procedures and techniques utilized in maintaining records and reports and the ability to maintain accurate records and reports.

Requires the ability to read and understand complex real estate, appraiser and auction contracts.

Requires the ability to examine complex escrow records including check registers, ledgers, journals and reconciliations.

Requires ability to recognize and determine violations of the law and noncompliance with rules and regulations, and to recognize significant irregularities based upon established procedures and criteria.

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

Requires the ability to establish and maintain satisfactory working relationships with licensees, licensee's employees and the general public.

Requires the ability to make rapid and accurate arithmetic calculations.

Requires ability to document violations of the three aforementioned Acts.

Requires possession of a valid appropriate driver's license and/or the ability to travel.