

FINANCIAL INSTITUTION EXAMINER

KIND OF WORK

Journey level professional work in the examination of state chartered banks and related financial institutions.

NATURE AND PURPOSE

An employee in this class performs journey level professional functions in the financial institution examinations carried on by the Financial Examinations Division of the Department of Commerce. The on site examinations are conducted as a supplement to the off-site, on-going monitoring which is done by state and federal governments to determine the safety and soundness of financial institutions and their compliance with laws and regulations for the protection of the consumer.

The employee is expected to work independently with only general directions from professional supervisory staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs sections of examinations of major financial institutions to determine the financial condition of the institution is assessed accurately and within the legal requirements.

Performs independent examinations of smaller or less complex financial institutions so that timely and accurate analysis of examinations is determined.

With direct supervision, serves as examiner-in-charge, on a rotating basis, as assigned conducting examinations of smaller or less complex financial institutions so that timely and accurate analysis of examinations is determined.

When assigned as examiner-in-charge, directs a crew of examiners in examinations.

Directs less experienced examiners in performing portions of examinations.

Provides training to new examination staff so that consistent practices are implemented.

Writes complete reports of the section of the examination as assigned so that examination results are communicated clearly and accurately, or

When serving as the examiner-in-charge, write complete reports of an examination and incorporate the work of others into the final draft report.

Participates in review of examination held with officers of examined institutions to respond to questions and comments regarding the results of the examination or parts of the examination.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of modern principles of public and business administration, accounting principles, procedures and practices, and ability to apply them to accounting transactions sufficient to make accurate assessments and conclusions in assigned areas with review of higher authority.

Considerable knowledge of the techniques, policies and procedures employed in examinations of financial institutions sufficient to come to appropriate conclusions in assigned areas.

Considerable knowledge of Minnesota statutes regarding regulation of financial institutions within the state sufficient to make recommendations to supervisor regarding compliance with state and federal regulations.

Considerable knowledge of personal computers and related word processing and spreadsheet software sufficient to document activities and calculate figures.

Ability to:

Analyze the financial characteristics of a financial institution, observe trends and identify cause and effect sufficient to make accurate assessments in reporting findings to management.

Prepare concise, comprehensive reports setting forth the results of a financial institution examination by either collecting and combining the efforts/reports of others if serving as Examiner-in-Charge, or providing documentation regarding individual section of an examination.

Establish and maintain effective working relationships with the administration and staff of the institutions examined as well as with other employees.

Train less experienced employees and provide direction as requested sufficient to improve their ability to learn higher level methods and regulations.

Est.: 7/81
Rev.: 10/99

T.C.:
Former Title(s):