

FINANCIAL INSTITUTION ANALYST

KIND OF WORK

Advanced professional responsibility in chartering and regulating state chartered banks, trust and investment companies.

NATURE AND PURPOSE

An employee in this class is responsible for directing a departmental examination program handling applications, trust and investment activities assigned to the agency. Considerable independence of action is granted this employee, who reports to the Assistant Commissioner of the bank section via written and oral reports. Accuracy of work is necessary as there is serious consequence of error.

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

Analyzes applications for bank charters and recommends actions to the Minnesota Commerce Commission.

Analyzes various applications from banks or bank examination reports and recommends actions to the Commissioner of Banking.

Performs investigations regarding applications and prepares written and oral reports.

Prepares analytical reports for Commissioner as requested or needed, noting trends, procedures and problems.

Advises, analyzes, counsels, and examines financial institutions and the public regarding various structural and application procedures.

Reviews and coordinates the findings and conclusions in examination reports dealing with investments.

Reviews examination reports of trust and investment companies for clarity, completeness, accuracy, including identification of patterns and difficulties.

Monitors and oversees processing of securities pledged with the Commission for faithful performance of fiduciary services by banks and trust companies.

Performs such other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of modern accounting and examination principles and practices.

Extensive knowledge of Minnesota laws of general and specific subjects pertaining to financial institutions.

Extensive knowledge of the scope and purpose of divisional responsibility and operations.

Ability to:

Carry out departmental objectives with very limited and infrequent supervisory conferences.

Meet and deal with business and financial institution executives, other governmental administrators, attorneys, professional associates, and the general public.

Schedule work priorities during times of stressful situations, and direct other staff.

Communicate effectively, both orally and in writing.

Est.: 7/81  
Rev.:

T.C.:  
Former Title(s):