

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FINANCIAL INSTITUTIONS EXAMINER II

POSITION CODE: 14972
Effective: 1-1-2018

DISTINGUISHING FEATURES OF WORK:

Under direction, independently conducts on-site examinations of financial institutions by analyzing and reviewing documents, files, accounts, methods and procedures or any other records relative to the establishment, operation, consolidation, or dissolution of financial institutions; evaluates and determines a financial institution's extent of compliance to all state and federal laws, rules and regulations that govern the financial industry; compiles and submits to supervisor detailed and comprehensive reports of each assigned examination; attends and participates in meetings to discuss the findings of an examination with a financial institution's management or board members and to recommend resolutions for any areas of concern; travels frequently and extensively in-state and out-of-state to conduct examinations of assigned financial institutions under review.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Travels frequently and extensively in-state and out-of-state to assigned facilities to independently conduct examinations or to assist higher level examiners in conducting on-site examinations; utilizes agency computer programs to conduct statutory examinations of financial institutions by gathering and reviewing data to prepare for and assist in investigations.
2. Conducts on-site examinations of financial institutions by reviewing and analyzing accounts, files, documents, collateral, financial statements, methods and procedures or other related records to evaluate the integrity of a financial institution's operations and to determine their extent of compliance with policies, procedures, internal controls and state and federal laws, rules and regulations applicable to the assigned financial institution.
3. Analyzes all pertinent materials, investigates any inquiries or issues and compiles and documents an examination's findings in a logical, detailed and comprehensive report listing all recommendations concerning management structure, operating results, net worth position, internal controls and lending policies to address any issues or areas of concern; submits examination documents, findings and final reports to superiors for review, filing or possible corrective action.
4. Meets with management officials or board members of financial institutions under review to discuss the findings of an examination and to provide advice and assistance by addressing any issues or areas of concern; refers complex issues to senior examiners for resolution.
5. Works independently in examining and evaluating all forms of a financial institution's investments which include real estate, commercial and installment lending procedures; reviews quarterly reports and verifies the type and amount of insurance coverage of the financial institution under review.

FINANCIAL INSTITUTIONS EXAMINER II (Continued)

6. Represents the agency in hearings related to violations of applicable laws, rules and regulations; cooperates with federal and state agencies in performing examinations of financial institutions when required; assists senior staff in training lower level examiners; attends and successfully completes all meetings, seminars and workshops designed to receive direction from senior staff and to enhance knowledge, techniques and skills to assist in conducting financial institution examinations more efficiently.
7. 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 the completion of four years of college; or possession of a Certified Public Accountant rating.

Requires three years of professional experience involving either examinations of financial institutions or the equivalent professional experience within a financial institution.

Knowledge, Skills and Abilities

Requires extensive knowledge of the existing relevant state and federal laws, rules and regulations governing the financial industry.

Requires extensive knowledge of examining methods, accounting theory and financial auditing techniques when applied to financial institutions.

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

Requires extensive knowledge of the structure, operations, technology and management of financial institutions.

Requires extensive knowledge of business administration practices and principles when related to financial institutions.

Requires extensive knowledge of basic economic principles and practices.

Requires extensive knowledge of various agency computer programs.

Requires ability to establish and maintain effective working relationships with officials of the financial industry and other regulatory agencies.

Requires ability to maintain and enhance techniques, skills and knowledge needed to conduct examinations of financial institutions efficiently.

Requires ability to recognize existing and potential issues based upon established procedures and to analyze and report these findings from examinations.

Requires ability to communicate effectively in oral and written form.

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

Requires ability to acquire and maintain knowledge pertaining to lending policies, appraisal techniques and management concepts of financial institutions.

Requires ability to react effectively and efficiently under stressful conditions and perform duties in a professional and ethical manner.

Requires ability to read and interpret various financial reports.

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

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

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a language other than English at a colloquial skill level. Some positions may require candidates to possess specific communication skills, such as reading Braille, performing sign language or other forms of manual communication.