

FINANCIAL INSTITUTION EXAMINER, SENIOR

KIND OF WORK

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

NATURE AND PURPOSE

An employee in this class performs advanced level professional functions in the examination of financial institutions carried on by the Financial Examinations Division of the Department of Commerce. The employee is expected to work independently with only general directions from professional supervisory staff and to serve as Examiner-in-Charge on a scheduled rotating basis. They are required to provide guidance to those individuals at the examiner level by reviewing their work, and assisting them in learning the more complex tasks.

Through a system of on-site and off-site examinations, this employee assesses risk exposure in financial institutions and reports findings orally and in written form to bank management, bank boards of directors, and the Commissioner of Commerce. Recommendations for corrective action, if any, are also made. Employee also performs special investigations as assigned.

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.

This class differs from the Financial Institution Examiner class by serving as Examiner-in-Charge, on complex assignments, which requires responsibility for assigning tasks to other examiners, performing the more complex tasks, coordinating the examination and independently presenting exam results to institution management or their representatives.

The senior examiner concentrates on the more difficult problems or sensitive areas of the examination. The senior examiners perform the more complex examination activities. Examples of more complex activities include:

- Analysis of asset/liability management;
- Hedges;
- Derivatives and capital investments;
- Analysis of complex commercial credits;
- Drafting of remedial action plans;
- Presentation of unfavorable findings in a hostile environment

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

Conducts and directs examinations of the larger, and/or more complex financial institutions to determine the financial condition of the institution and that the condition is assessed accurately and in compliance with laws and regulations.

Participates in the more complex aspects of examinations and coordinates the work of others assigned so that all aspects of the financial institution are accurately assessed.

Trains assigned staff in division's policies and procedures and practices so that all employees are applying the same standards.

Develops improved examination procedures so that examinations are conducted within the most recent regulations and are cost and time productive.

Investigates complaints of individual consumers concerning financial institution officials so that state laws are enforced for the protection of the consumer.

Conducts review session with officials of the examined institution to explain results of examination and provide for improvements where required so that results are communicated.

Reviews drafts of examination reports of less senior examiners for completeness and accuracy and appropriateness.

Presents documentation of mismanagement or problems to supervisor or director so that appropriate action is taken.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough 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 without review of higher authority.

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

Thorough knowledge of Minnesota statutes regarding regulation of financial institutions within the state sufficient to make report conclusions regarding compliance with state and federal regulations.

Thorough knowledge of personal computers and related word processing and spreadsheet software, as well as electronic reporting packages used by financial institutions sufficient to document activities and calculate figures and ensure the accuracy of other employees' data.

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.

Perform the more complex examination activities such as: analysis of asset/liability management; hedges; derivatives and capital investments; analysis of complex commercial credits; drafting of remedial action plans; presentation of unfavorable findings in a hostile environment sufficient to direct the work of others and prepare accurate comprehensive data to the institution management.

Prepare and provide concise, comprehensive reports on the examinations of financial institutions to the examiner-in-charge, or if serving as examiner-in-charge, sufficient to provide independent conclusions.

Meet and deal with officials of financial institutions and to establish effective working relationships with staff of financial institutions and the Financial Examinations Division of Commerce.

Human relations and communications skills sufficient to make oral and written presentations; direct the work of others; provide feedback and guidance; and handle difficult and/or political situations with sensitivity and tact.

Train less experienced employees and direct their work on occasion sufficient to improve their ability to handle more complex tasks.

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

T.C.:
Former Title(s):