

FINANCIAL INSTITUTION CHIEF EXAMINER

KIND OF WORK

Managerial and administrative work in the direction of examinations of state chartered banks and related financial institutions.

NATURE AND PURPOSE

An employee in this class is responsible for planning and directing an examination program in one of the sections of the Banking Division of the Department of Commerce. This employee assumes responsibility for the work of examiners in the proper conduct of all examinations in the section. Final decisions concerning examination activities are made by this employee, or in conference with the Assistant Commissioner and/or Commissioner of Banks.

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

Directs, supervises and reviews the work of all examination crews in the assigned section. This includes teaching and training, review and analysis of work produced.

Reviews and acts upon reports of examinations conducted on financial institutions within assigned section.

Recommends to the Assistant Commissioner and/or Commissioner of Banks any corrective action deemed necessary.

Participates or conducts meetings with bank management and board of directors to inform them of condition of bank and operating weaknesses.

Establishes and enforces examination policies and procedures for employees of assigned section.

Assists in the preparation of legislation regulating financial institutions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of modern principles of public and business administration, and accounting principles, procedures, and practices.

Extensive knowledge of banking, banking statutes and regulations, bank supervision and examinations.

Ability to:

Successfully meet and deal with governmental and financial institution officials and with staff to establish effective working relationships.

Make independent decisions with minimal input from superiors concerning bank examinations, personnel and logistical matters.

Communicate effectively, both orally and in writing.

Capacity to maintain proper perspective and use diplomacy and discretion in all circumstances.

Est.: 7/81
Rev.:

T.C.:
Former Title(s):