

FINANCIAL INSTITUTION ASSISTANT EXAMINER

KIND OF WORK

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

NATURE AND PURPOSE

An employee in this class, under general supervision and with emphasis on orientation and training, performs beginning level professional functions in the financial institution examinations carried on by the Banking Division of the Department of Commerce. Work is performed under general review by more experienced professionals and 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.)

Assists higher level examiners in conducting comprehensive and complex field examinations of banking institutions.

Assists in conducting annual field examinations of industrial loan, thrift companies, small loan companies, and motor vehicle sales finance companies. Gathers information to determine if company is solvent and operating according to sound business principles.

In the course of an examination, assists with or performs the following duties:

- Checks outstanding and paid loans for interest and insurance charges, refunds and late charges;

- Analyzes loans to evaluate assets and for compliance with time price differentials, insurance charges, refunds, extensions and late fees;

- Balances and audits debt pro-raters escrow accounts;

- Counts cash; lists and balances subsidiary shares and loan ledgers; takes working trial balance; reconciles bank accounts; checks loan portfolios; reviews minutes of board of directors' and stockholders' meetings.

Writes portions of major examination reports or writes complete reports where examinations have been relatively uncomplicated.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of the modern principles and practices of public and business administration; accounting principles, procedures and practices and ability to apply them to accounting transactions.

Working knowledge of Minnesota statutes regarding the regulation of financial institutions within the state.

Working knowledge of effective methods of examination.

Working knowledge of the general principles of public and business financial administration.

Ability to:

Set forth in writing, logical comments and recommendations in analysis of financial institution records.

Establish effective working relationships with other employees, unit supervisors, and with staff of financial institutions.

Est.: 7/81

Rev.:

T.C.:

Former Title(s):