FINANCIAL EXAMINER 1 5675

GENERAL DESCRIPTION OF CLASS

The FINANCIAL EXAMINER 1 conducts the compliance and operational examinations of financial institutions to assess the institution's performance and to ensure compliance with laws and regulations.

DISTINGUISHING FEATURES

This is the first level of a three-level series. Conducting compliance and operational examinations, with limited involvement in safety and soundness examinations, distinguishes this class from the higher levels. At this level, employees assist in safety and soundness examinations under the general direction of a higher-level examiner or supervising examiner who assigns work, reviews reports and resolves problems arising during the examination.

The Financial Examiner 1 independently conducts examinations at institutions or works with a team of examiners. Occasionally, the Examiner 1 may act as examiner-in-charge, assigning work to other Examiners, reviewing their work, and writing the draft for the Report of Examination when examining small, less complex institutions.

DUTIES & RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1.Compliance and Operational Examinations

Examine accounting and other records and methods of operation for compliance with the laws and regulations governing activities of Consumer Finance Companies, Collection Agencies, Debt Consolidation Agencies, and Pawnbrokers and prepare the reports.

Verify entries and analyze general ledger accounts of Banks, Savings & Loans, and Credit Unions. Evaluate and verify bond portfolio, reconcile correspondence bank accounts and review operational controls. Assist with asset evaluation. Prepare work papers, schedules, statistics, and portions of the examination report as assigned, including recommendations for action.

Verify trust assets to general ledger and conformity with trust document requirements and Federal and State laws.

Examine data processing functions to assure safe and sound processing of records, acceptable operating procedures, and adherence to applicable laws and regulations and institution standards and policies.

2.Consultation

Evaluate policies, procedures and practices of State-chartered financial institutions and provides guidance and recommendations to improve operating practices and service in the public interest.

3.Safety and Soundness Evaluation

Assign the "CAMEL"* rating for the financial institution in consultation with other examiners when acting as examiner-in-charge.

* NOTE: CAMEL is the universal acronym for an institution's Capital adequacy, Asset quality, Management competence, Earning power, and Liquidity. More than a dozen key financial ratios are applied to the five categories to determines a composite ratio. This numerically expressed ratio is disclosed to the financial institution and other appropriate regulators and rates the safety and soundness of depository institutions. The rating determines the institution's ability to qualify as a bidder for State and other public funds and the length of time between examinations.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in person, telephone, and written contact with representatives of a variety of financial institutions to obtain information, discuss the condition of the institution, and to enforce compliance with laws and regulations.

SUPERVISION RECEIVED

A Supervising Examiner assigns examinations of consumer finance companies, collection and debt consolidation agencies, pawnshops, and EDP examinations. The Teamleader assigns work at banks, trust companies, savings and loans, and credit unions. Work is periodically reviewed while examination is in progress, during resolution of problems, by review of written reports, and upon completion of the assignment. Oregon laws and rules prescribing the division's required regulatory processes govern the work of employees in this class. Department policies provide procedural guidance.

GENERAL INFORMATION

These positions are located in a regulatory agency and employees must be willing to work within this type of environment. Interactions with management and personnel of the regulated financial institutions require excellent interpersonal skills. The positions require frequent overnight travel, including travel to remote communities statewide.

KNOWLEDGE AND SKILLS (KS)

General knowledge of office procedures, methods, and equipment.
Basic knowledge of accounting principles and practices used in financial institutions.
Basic knowledge of the scope and purpose of financial institutions and of the laws and regulations involved.

Skill in interpreting and applying laws, rules, administrative policies, and procedures.
Skill in analyzing accounts and other records for conformity.
Skill in writing concise reports of findings.
Skill in effective oral and written communication with a variety of people answering questions and explaining information.
Skill in preparing financial statements.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised