

## Job Description

<b>Job Title</b>	BANK EXAMINER (NON-DEPOSITORY)		
<b>Job ID</b>	1796		
<b>Date Opened</b>	11/17/2017		
<b>Date Closed</b>	12/16/2017		
<b>Location</b>	810 1st Street NE		
<b>Full/Part Time</b>	Full-Time	<b>Type of Appointment</b>	Career Service - Reg Appt
<b>Regular/Temporary</b>	Regular		
<b>Agency</b>	SR	Insurance, Securities and Bank	
<b>Area of Consideration</b>	Open to Public		
<b>Grade</b>	12		
<b>Bargaining Unit</b>	1_2	Compensation Unit 1 & 2	
<b>Minimum Range</b>	\$76,082.000000	<b>Maximum Range</b>	\$97,340.000000
<b>Target Openings</b>	1	<b>Available Openings</b>	1

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### General Job Information

#### **JOB SUMMARY**

This position is located in the Examination and Regulation Division, Department of Insurance, Securities and Banking. The purpose of the position is to perform difficult to complex examination of banks and other financial institutions under the jurisdiction of the Department of Insurance, Securities and Banking.

#### **MAJOR DUTIES**

Conducts examinations of banks and other financial institutions in the District of Columbia which involves investigating applications submitted to establish branches, relocate offices, exercise trust powers or other proposed transactions requiring authorization by the agency.

Develops and recommends procedures for the examination of banks and other financial institutions in the District of Columbia in compliance with government regulatory provisions.

Reviews reports of bank examinations for accuracy, adequacy, validity of conclusions, clarity of presentation, and conformance with procedures, standard methods and established policies.

Reviews mortgages, notes and other loan documents. Provides an evaluation of the management and soundness of loans and investments policies of Banks and other financial institutions in the District of Columbia.

Analyzes delinquent loans including consideration of such matters as the extent of delinquency in individual loans.

Conducts an expert analysis of banks and other financial institutions in the District of Columbia liquidity position.

Recognizes improper factors and causes, unsafe and unsound practices and other violations of government laws and regulations.

Develops comprehensive reports of findings. Develops and makes recommendations for compliance and other action.

As assigned, participates in special projects directed by the supervisor.

Conducts special examinations of bank and other financial institutions in the District of Columbia, which have been, or may be cited under governing statutes.

Performs other duties as assigned.

### **QUALIFICATIONS**

Comprehensive knowledge of the *mission*, goals, objectives, governing laws, and established policies of the Department of Insurance, Securities and Banking.

Extensive background knowledge in financial operations and accounting methods generally used among financial institutions.

Comprehensive knowledge of different applications of sound banking or financial principles used by banks and financial institutions in the District of Columbia.

Knowledge of general economic, real estate, commercial, industrial, market, and other operations and conditions as they related to financial or other financial operations.

Ability to make critical analyses, and to apply judgments regarding all aspects of standard financial operations and related business organizations.

Demonstrated ability to respect and maintain the level of confidentiality required by the nature of the work of the position. Must maintain the highest personal ethical standards as provided in the District of Columbia statutes.

Highly skilled in written and oral communications, and considerable degree of tact and diplomacy.

### **EXPERIENCE AND EDUCATION**

Bachelor's Degree in business, finance, economics or related area and at least four (4) years of relevant work experience; or equivalent combination, and/or experience. Applicant must have at least one (1) year of specialized experience equivalent to the CS-11 grade level in the District of Columbia government service, or equivalent public or private sector. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the particular knowledge, skill, and abilities to successfully perform the duties of the position.

### **LICENSURE/CERTIFICATION**

None

### **WORK ENVIRONMENT:**

The work is performed in an office setting and at bank and other financial institutions.

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