

CLASS TITLE: ASSISTANT SUPERVISOR OF EXAMINATIONS

Class Code: 02611700

Pay Grade: 35A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in coordinating, supervising and reviewing the overall work of the divisional staff of examiners engaged in conducting examinations into the financial conditions and affairs of state chartered financial institutions, R.I. bank holding companies, credit unions, lenders, loan brokers, small loan lenders, foreign exchange transaction businesses, sellers of checks, electronic money transmitters, check cashers and debt management companies; to assist in developing examination work schedules, objectives, timeframes and job scopes to ensure adequate examination coverage; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of independent judgment and initiative; work is subject to review for conformance with laws, rules, regulations, established policies and procedures.

SUPERVISION EXERCISED: Assists in coordinating, supervising and reviewing the overall work of professional examiners and support personnel; reviews work in progress and upon completion for adequacy, propriety, technical sufficiency, and conformity with instructions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in coordinating, supervising and reviewing the overall work of the divisional staff of examiners engaged in conducting examinations into the financial conditions and affairs of state chartered financial institutions, R.I. bank holding companies, credit unions, lenders, loan brokers, mortgage loan originators, small loan lenders, foreign exchange transaction businesses, sellers of checks, electronic money transmitters, check cashers and debt management companies.

To assist in developing examination work schedules, objectives, timeframes and job scopes to ensure adequate examination coverage.

To participate in the conducting of complex examinations of such state chartered financial institutions, credit unions, lender and loan broker companies and money service companies and prepare reports thereon.

As required, to assist in coordinating, supervising and reviewing the overall work of the divisional staff of examiners engaged in conducting examinations and special investigations of the operations of the companies licensed by the banking division as listed above.

To be responsible for reviewing the findings of field examination reports by staff examiners; to summarize such findings and make recommendations for the correction of violations or practices discovered as a result of such examinations.

To review for accuracy and completion, call reports and reports of private firms of savings banks, trust companies, loan and investment companies, and credit unions.

To review by-laws or changes in by-laws proposed by financial institutions and credit unions and make recommendations for approval to a superior.

To review minutes of financial institutions, call reports and other financial statements filed with the Banking Division.

To participate in various Federal and State Supervisory Conferences.

To make recommendations to the division's deputy director on requests made from financial institutions, credit unions and others regulated by the Banking Division.

To assist in establishing and implementing policies and systems to effectively gather and process data relative to examinations and the monitoring of financial institutions.

To review proposed legislation and regulations and make recommendations to the division's Deputy Director.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILL, AND CAPACITIES: A thorough knowledge of the provisions of the state laws regulating state chartered financial institutions, R.I. bank holding companies, credit unions, lenders, loan brokers, mortgage loan originators, small loan lenders, foreign exchange transaction companies, sellers of checks, electronic money transmitters, check cashers and debt management companies; a thorough knowledge of the principles and methods used in the examination of records of such companies to verify that their assets and liabilities are in accordance with state laws; a thorough knowledge of federal banking laws and regulations; the ability to conduct complex examinations and prepare reports thereon covering their scope and findings; the ability to assist in coordinating, supervising and reviewing the overall work of a staff engaged in making examinations of banks, building-loan associations, credit unions, loan and investment companies, and loan companies, or other companies as required by law; the ability to develop work schedules; the ability to review by-laws, proposed legislation, policies, and reports and to make recommendations as appropriate; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a four year college of recognized standing with a major in accounting and professional designation of Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), or Certified Financial Examiner (CFE); and

Experience: Such as may have been gained through: considerable employment involving the conducting financial examinations and the review of examination reports which include findings of financial institutions, credit unions and other licensed entities as required by law relating to the banking industry and supervising and reviewing the daily activities of professional examiners.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 10, 2013