

**CLASS TITLE: PRINCIPAL LICENSING EXAMINER-
BANKING AND SECURITIES**

**Class Code: 02613500
Pay Grade: 31A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and participate in the review of applications of regulated licensees seeking licensing approval status or changes to existing licenses for the purposes of ascertaining compliance with appropriate state laws, regulations and policies and to make an appropriate recommendation concerning applications; to supervise and participate in the annual renewal and reporting processes; to supervise and participate in the processing of requests and complaints; to supervise and participate in financial examinations of all regulated institutions and licensees; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor from whom assignments are received in outline form; work is reviewed in process or upon completion for conformity with laws, regulations, established policies and instructions and with accepted accounting principles and practices.

SUPERVISION EXERCISED: Supervises and reviews the work of examiners engaged in assignments related to the supervision and regulation of financial institutions and licensees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and participate in the review of applications of regulated licensees seeking licensing approval or amendments to existing licenses for the purpose of ascertaining compliance with appropriate state laws, regulations and established policies.

To supervise and participate in the review of annual statutory financial reports and prepare and submit written reports thereon.

To supervise and participate in the surveillance of all lenders, loan broker, small loan lenders, check cashiers, sellers of checks, electronic money transfers and other entities requiring licensing by the Division and regulated institutions in Rhode Island for the purpose of making a determination and a recommendation to the supervisor for appropriate regulatory response/action when necessary.

To supervise and participate in communicating with other agencies involved in the regulation of the regulated institutions.

To supervise and participate in the preparation of bond claims and processing of bond cancellations involving licensees.

To supervise and participate in the maintenance of licensee records and supporting documents.

To supervise and participate in the review of examination reports prepared by other jurisdictions.

To supervise and participate in the preparation of the annual report of the Division and various other reports.

To supervise and participate in financial examinations of regulated institutions and licensees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of Rhode Island general laws, regulations, policies and practices relating to the review of applications of entities requiring licensing by the Division; a thorough knowledge of accounting and auditing principles and methods required to examine financial statements; the ability to communicate with others involved in the regulations of licensed companies; the ability to supervise and review the work of subordinates; the ability to perform financial examinations of regulated institutions and licensees; 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

Experience: Such as may have been gained through: employment in a responsible position involving the review of applications of lenders, loan brokers, small loan lenders, check cashiers, sellers of checks, electronic money transfers, and other entities requiring licensing or approval of activities, including financial examinations thereof.

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

Class Revised November 12, 2005