



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 0401  
0402  
0403

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**FINANCIAL INSTITUTIONS EXAMINER**

**SCOPE OF WORK:**

Work involves applying established examining methods and techniques in performing activities associated with examining financial institutions to determine their financial condition, evaluating operational management procedures, and determining compliance with applicable laws and regulations.

**DUTIES PERFORMED AT ALL LEVELS:**

- Maintain knowledge of state and federal laws, rules, and regulations pertaining to the banking industry.
- Trace, examine, and analyze financial transactions and records to determine accuracy and propriety; reconcile correspondent bank and other accounts.
- Verify, appraise, and classify assets, liabilities, capital, interest rate risk, and capital markets.
- Examine loans, trusts, and holdings to evaluate financial soundness.
- Review the effectiveness of internal controls and determine any weaknesses.
- Review fixed asset accounts, fidelity, and other indemnity protection; determine adequacy of related insurance coverage.
- Evaluate management practices and policies.
- Determine if financial institutions are in compliance with state and federal laws and regulations.
- Prepare schedules and exhibits to be included in reports of examination.
- Participate in determining findings and making preliminary recommendations.
- Report irregularities, unusual transactions, and weaknesses or deficiencies; make recommendations for correction or compliance.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**FINANCIAL INSTITUTIONS EXAMINER I**

0401

GRADE J

**LEVEL DEFINITION:**

Work at this level is performed under the close supervision of a supervising or chief examiner and involves activities associated with assisting in examinations of financial institutions and learning established examining methods and techniques.

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Financial Institutions Examiner

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ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Identify and report substantive examination issues to the examiner in charge.
- Present minor findings to bank personnel and senior management.
- Assist with preparation of the operation portion of an examination.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a minimum of four college courses in accounting and economics. Work experience performing financial institution examination duties of similar complexity as performed at this level may substitute for up to two years of the education requirement on the basis of two years experience for one year of education.

**FINANCIAL INSTITUTIONS EXAMINER II**

0402

GRADE L

LEVEL DEFINITION:

Work at this level involves performing a full range of examining duties under general supervision. Work activities include serving as examiner-in-charge on the operations portion of examinations and may include serving as examiner-in-charge on entire examinations of limited complexity.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise and conduct the examination of the operational area of financial institutions, their holding companies, subsidiaries, or affiliates.
- Direct, coordinate, and train examiners in established examining methods and techniques.
- Formulate plans for correction of unsatisfactory conditions.
- Confer with financial institution representatives regarding findings of examinations and recommendations for compliance or corrective action on deficiencies.
- Determine findings and make recommendations for compliance or correction of inadequacies.
- As examiner-in-charge of operations, may assign work to and review the work of other examiners.
- Assist with the preparation or prepare examination reports reflecting a financial institution's condition.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a minimum of four college courses in accounting and economics; and two years of financial institution examination experience that included

functioning as an examiner-in-charge. Work experience performing financial institution examination duties of similar complexity as performed at this level may substitute for up to two years of the education requirement on the basis of two years experience for one year of education.

**FINANCIAL INSTITUTIONS EXAMINER III**

0403

GRADE M

**LEVEL DEFINITION:**

Work at this level involves participating in comprehensive examinations of financial institutions and, as examiner-in-charge of large, complex and/or problematic examinations, supervising assigned staff.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Present examination findings to financial institution executives and boards of directors; discuss violations and criticisms of assets and practices to appear in the report; provide guidance in the correction of noted deficiencies.
- Coordinate joint examination activities with federal counterparts.
- Conduct special investigations and follow-up reviews of complex banking concerns.
- Implement agency policies and procedures.
- May testify before the State Banking Board, the State Credit Union Board, or in courts of law.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree with a minimum of four college courses in accounting and economics; and three years of financial institution examination experience, two years of which must have been in a supervisory capacity or as an examiner-in-charge of comprehensive, complex examinations. Eligibility for certification as a Certified Examiner-in-Charge by the Education Foundation of State Bank Supervisors and work experience performing financial institution examination duties of similar complexity as performed at this level may substitute for up to two years of the education requirement on the basis of two years experience for one year of education.

Eff. Date: 10/74

Rev: 10/78 – Revised minimum qualifications

Rev: 9/81 – Revised minimum qualifications, updated format

Rev: 3/90 – Revised narrative, minimum qualifications, and format

Rev: 5/92 – Reviewed grades, updated format

Rev: 9/96 – Updated to current format

Rev: 1/00 – Revised minimum qualifications

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Rev: 11/03 – Updated duties, revised minimum qualifications, reviewed grades  
Rev: 7/12 – Conversion to Hay System