

CLASSIFICATION: BANK EXAMINER TRAINEE

Class Code: 1035-17

Date Established: 11-17-77

Occupational Code: 7-2-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To audit accounting and financial data in conducting fiscal examinations of financial institutions as part of an examination team under the supervision of senior Bank Examiners.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Serves in a developmental position with assignments/training directed toward providing the capability of eventually performing the full scope of Bank Examiner duties.
- Works under the close supervision of more senior Examiners who oversee on-the-job training, furnish advice, and are available for consultation.
- Participates in on-the-job training, which includes: an initial overview of basic examination work methods, techniques and procedures; the financial principles and operating practices normally used; and reading assignments pertaining to the laws, regulations, rules, policies, and directives which govern the operation of financial institutions regulated by the State of New Hampshire.
- Completes additional in-state and out-of-state training as required by supervisors.
- Assists in the planning, conduct, documentation, and completion of examinations of financial institutions regulated by the State of New Hampshire and assists with writing examination reports.
- Conducts examinations on-site at the financial institutions' offices in New Hampshire and out-of-state. May also conduct examinations at the offices of the New Hampshire Banking Department.
- Obtains and protects confidential financial institution data.
- Analyzes financial institution data prior to examination and identifies areas of examination concentration and the recurrence of problems.

DISTINGUISHING FACTORS:

Skill: Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university with a major study in accounting, business administration, finance, economics, management, money and banking or a related field with a minimum of 9 credits in accounting.

Experience: No experience required.

License/Certification: Eligibility for New Hampshire driver's license.

SPECIAL REQUIREMENTS:

1. Must be willing to expand knowledge of examining techniques and procedures through travel to continuing education courses and programs as they are available, both in state and out of state. In particular, must be willing during the first year of employment to successfully complete the FDIC Introduction to Examination Training school or a comparable course approved by the Bank Commissioner, as stated on the supplemental job description.
2. Applicant must be a United States Citizen.
3. Must be willing to travel for work related purposes in accordance with the Collective Bargaining Agreement, Department of Administrative Services Rules and Procedures, and Banking Department Rules and Procedures.
4. Must be able to lift fifty (50) pounds in order to transport examination materials and equipment.

RECOMMENDED WORK TRAITS: Knowledge of the principles of accounting and auditing and of the application of those principles. Knowledge of office methods, procedures and equipment including personal computer hardware. Ability to work in a professional objective manner that provides harmonious interaction with financial institution officers, attorneys and employees. Ability to become conversant with regulations and statutes pertaining to the examined institution. Ability to prepare clear, concise written and oral reports. Ability to establish and maintain effective relationships with associates and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.