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FINANCIAL INSTITUTION EXAMINER, TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
DIVISION OF FINANCIAL INSTITUTIONS
STATEWIDE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS IS AN ENTRY LEVEL EXAMINER TRAINEE POSITION IN WHICH THE EMPLOYEE PERFORMS VARIOUS TASKS AND ASSISTS OTHER EXAMINERS WITH WORK RELATED TO THE EXAMINATION OF FINANCIAL INSTITUTIONS UNDER THE JURISDICTION OF THE DIVISION OF FINANCIAL INSTITUTION. WORKS UNDER THE DIRECTION OF THE CHIEF EXAMINERS AND GUIDANCE OF SENIOR EXAMINERS TO DETERMINE COMPLIANCE WITH STATE AND FEDERAL BANKING, CREDIT UNION AND/OR CONSUMER LENDING LAWS. TRAINEE WILL BE ASSIGNED TO WORK IN DEPOSITORY INSTITUTION PROGRAM. DUTIES MAY INCLUDE: ANALYSIS OF AN INSTITUTION'S FINANCIAL CONDITION AND COMPLIANCE WITH LAWS, RULES AND REGULATIONS. EXAMPLES OF WORK PERFORMED INCLUDE, BUT ARE NOT LIMITED TO: THE REVIEW OF BALANCE SHEETS AND INCOME STATEMENTS, AND THE VERIFICATION OF THE ACCURACY OF REGULATORY REPORTS SUBMITTED BY INSTITUTIONS. RESPONSIBLE FOR SPECIFIC ASSIGNMENTS AND EXPECTED TO MAKE AN ACTIVE CONTRIBUTION TO A TEAM EFFORT AS APPROPRIATE TO COMPLETE AN EXAMINATION AND THE ASSOCIATED REPORT OF EXAMINATION. MAY WORK IN MORE SPECIALIZED AREAS INCLUDING TRUST, ELECTRONIC DATA PROCESSING AND CONSUMER COMPLIANCE. WILL RECEIVE FORMAL CLASSROOM TRAINING AS WELL AS ON THE JOB TRAINING, EXTENSIVE TRAVEL REQUIRED. PERFORMS RELATED WORK AS REQUIRED. APPOINTMENT TO A POSITION IN THIS CLASSIFICATION CONSTITUTES A TWELVE (12) MONTH PROBATIONARY PERIOD. FOR QUALIFICATIONS NEEDED SEE MINIMUM REQUIREMENTS LISTED. ALL APPLICANTS MUST HAVE PASSED THE FINANCIAL INSTITUTION EXAMINER TRAINEE TEST ADMINISTERED BY THE DIVISION OF PERSONNEL. APPLICANT MUST HAVE A VALID DRIVER'S LICENSE.

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REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN BUSINESS ADMINISTRATION, ACCOUNTING, FINANCE OR RELATED FIELDS WHICH INCLUDED SUCCESSFUL COMPLETION OF NINE (9) SEMESTER HOURS IN ACCOUNTING.
SUBSTITUTION: EXPERIENCE AS A STATE OR FEDERAL FINANCIAL INSTITUTION EXAMINER, PROFESSIONAL ACCOUNTANT OR EXPERIENCE IN A FINANCIAL INSTITUTION IN A LENDING/LOAN REVIEW CAPACITY, AUDITING OR OPERATIONS MANAGEMENT CAPACITY, SUPPLEMENTED BY SUCCESSFUL COMPLETION OF NINE (9) SEMESTER HOURS IN ACCOUNTING FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY, MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
SPECIAL REQUIREMENT: (1) APPOINTMENT TO A POSITION IN THIS CLASSIFICATION CONSTITUTES A TWELVE (12) MONTH PROBATIONARY PERIOD.
(2) MUST BE BONDABLE. (3) MUST HAVE AVAILABILITY OF A VEHICLE FOR CONTINUOUS USE ON THE JOB.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: JANUARY 22, 2013

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
SARA M. CLINE
900 PENNSYLVANIA AVENUE
SUITE 306
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER BANK0003 ON APPLICATION