



# JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> DFI		<b>BU:</b> 00208
<b>Division:</b> Consumer Credit		<b>Section/District:</b>
<b>Job Title:</b> PAT IV		<b>Job Code:</b>
<b>Working Title (if different from above):</b> Financial Institutions Examiner IV		
<b>Reports To:</b> Regional Field Supervisor		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b>

**Purpose of Position/Summary:**

Serves the Consumer Credit Division of the Department of Financial Institutions for the State of Indiana. Examiners at this entry level position travel within a specified region of the State. The examiner will be in training to learn how to conduct examinations for compliance in the following types of institutions: State Chartered Depository Institutions, Licensed Lenders, Non-Lenders, Rental Purchase Entities, Pawnbrokers, Budget Service Companies, Check Cashing , and Money Transmitter Licensees. Initial training will focus on the Non-Lender type examinations. As the examiner progresses, additional training will be provided.

**Essential Duties/Responsibilities:**

- Assists in the evaluating the degree of compliance with governing statutes and regulations;
- Prepares an examination report of findings and meets with officers and managers to discuss findings;
- Assists in developing ways to bring the organization into full compliance with laws and regulations, and recommends procedures to maintain compliance;
- Performs as Examiner-In-Charge on various examinations with low degree of complexity;
- Prioritize assignments based on guidelines established in the compliance manual;
- Performs related duties as assigned.

**Job Requirements:**

- Basic knowledge of accounting;
- Basic knowledge of laws, regulations, precedents, court decisions, operation procedures and bookkeeping methods pertaining to the regulated institutions;
- General knowledge of new developments in field and ability to adapt work procedures accordingly;
- Ability to gain cooperation of institution officials and directors;
- Ability to clearly, concisely, and accurately communicate examination findings;
- Ability to communicate and work effectively in a team setting;
- Ability to utilize computer applications.

**Supervisory Responsibilities/Direct Reports:**

None.

**Difficulty of Work:**

Must perform work in compliance with state and federal laws and Department rules and regulations. The examiner must be able to interpret the laws, rules and regulations administered by the Division and demonstrate sound judgment in answering technical questions throughout the course of the examination

process. The work involves identification of compliance violations through effective analysis of documents and records in varying situations.

**Responsibility:**

A Pat IV Examiner works under the general supervision of the Field Supervisor, adhering to established practices and procedures.

**Personal Work Relationships:**

Primary contacts are with members of the group, as well as officers, directors, and chief fiscal personnel of regulated institutions. The purpose of these internal and external relationships is to administer state and federal compliance statutes, administrative rulings, and court decisions relating to the operation of the institutions.

**Physical Effort:**

Physical effort required is considered light. A PAT IV will be required to transport work equipment to and from job sites daily. This would include laptop computers, examination workpapers, and other office equipment. Driving for extended periods is required.

**Working Conditions:**

The Examiner will work in financial services entities. These are generally office environments.