

REGULATORY EXAMINER I

NATURE OF WORK IN THIS CLASS:

This is routine professional auditing work involved in the examination of records, and transaction of banks, savings and loan associations, security and real estate brokers, investment insurance, and real estate companies to assure compliance with governing laws and regulations.

Employee in this class perform routine professional examination duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all duties listed, nor do the examples cover all duties which may be performed.)

Conducts routine examinations and analysis of records of financial institutions such as banks, trust and mutual savings companies, finance companies, or other financial institutions that are under the jurisdiction of the Government of Guam Banking Laws and Regulations; checks and verifies documents and records of cash, loans, investments with other institutions, or records or resources, loan collateral documents, deposits records, abandoned property (escheat) documents and other sensitive records.

Prepares reports of audit findings stipulating the conditions of resources and liabilities, management practices, policy or standard procedures of transacting business; identifies and provides the specifics of the law when violated.

Examines and analyzes applications, including records and documents for the registration of securities; informs applicants of registration standard and laws; reviews corporation exhibits and inspects records of security dealers and insurers.

Conducts routine examinations of insurance companies, fraternal organizations, mutual benefit, hospital and medical associations; and domestic insurance rating organizations to determine soundness of management and policies in compliance with the law; examines and audits insurance agencies to verify compliance with insurance laws; assists in the annual audit of all insurance organization's premium tax, financial and operating statements, collection of all premium taxes, and the preparation of annual reports.

Inspects brokerage offices to determine compliance with real estate laws; evaluates real estate closings for correctness; interviews subdividers; audits trust accounts for proper accounting of monies held.

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Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of accounting and auditing, particularly those applicable to banks and other financial institutions, insurance companies, or security dealers.

Ability to learn, interpret and apply pertinent laws, rules and related guidelines governing the operation of banks and other financial institutions; insurance companies or security dealers, and real estate brokers and companies.

Ability to analyze financial statements and reports of business concerns for compliance with requirements.

Ability to prepare audit reports and to develop sound criticisms and recommendations.

Ability to work effectively with the public and employees.

Ability to handle confidential information.

Ability to communicate effectively, orally and in writing.

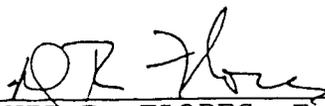
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree in accounting or related field with successful completion of 24 semester credit hours in accounting/auditing courses.

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July 1980



DAVID R. FLORES, Executive Director
CIVIL SERVICE COMMISSION