



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MORTGAGE LENDING EXAMINER III	37	B	7.173
MORTGAGE LENDING EXAMINER II	35	B	7.176
MORTGAGE LENDING EXAMINER I	33	B	7.179

SERIES CONCEPT

Mortgage Lending Examiners conduct examinations in the Mortgage Lending Division of the Department of Business & Industry. Incumbents examine and analyze the general ledger, assets, liabilities, capital, and internal controls of institutions to ensure compliance with all federal and State laws and regulations and safety and soundness for the public good.

Review an institution's prior examinations, correspondence and documents on file in order to become familiar with the nature of the institution and to develop an exam plan.

Conduct entrance and exit meetings with management of the institution to answer questions regarding the examination, verify facts and discuss findings.

Prepare and/or assimilate and analyze reports prepared by assisting examiners and arrive at a conclusion regarding the overall condition of the institution; prepare final report detailing findings and recommendations; assist in coordinating appropriate corrective measures in accordance with established policies and procedures.

Review, investigate and process newly approved institutions or institutions renewing their license(s); make recommendations for acceptance or denial; respond to informational inquiries and complaints from licensees and the general public; conduct follow-up investigations as necessary and make referrals to the criminal division in the Attorney General's Office if warranted.

Monitor the activities and licensing of mortgage bankers, mortgage brokers, and escrow agencies and conduct examinations to ensure compliance with federal and State laws with emphasis on lender trust accounts; document retention requirements and lender and borrower disclosures; conduct background investigations and annual examinations of all licensees.

Schedule and perform on-site and off-site examinations of mortgage brokers and mortgage lenders in compliance with written examination procedures including an analysis of financial statements and commentary on liquidity, hedging, pipeline management turnover, and capital requirements.

Reconcile ledgers and trust accounts; review escrow files for compliance with statute; reconcile trust accounts to include construction site inspections, lien procedures and waivers, collateral and lien protection to ensure compliance with established guidelines.

Compare escrow documentation and instructions to title work performed to ensure accuracy and completeness; review and verify reconveyances, endorsements, and title policies are present.

Perform related duties as assigned.

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CLASS CONCEPTS

Mortgage Lending Examiner III: Under general direction, incumbents are responsible for the administration of the examination program within a geographical area of the State. Work is assigned through goals and objectives and reviewed as goals and objectives are attained or as unusual circumstances occur. Incumbents are expected to perform the full range of duties as described in the series concept; however, their primary responsibility is for the development, implementation and review of the program. Positions allocated to this class train, supervise and evaluate the performance of professional staff.

Mortgage Lending Examiner II: Under general supervision, incumbents perform the full range of duties described in the series concept at the journey level. Duties are distinguished from the Mortgage Lending Examiner I class by greater complexity and independence in performing job assignments.

Mortgage Lending Examiner I: Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Work is assigned through instructions and reviewed for technical accuracy. Progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license is required at the time of appointment and as a condition of continued employment.

MORTGAGE LENDING EXAMINER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics, finance, or related discipline and three years of increasingly responsible professional experience in conducting institutional examinations; **OR** graduation from high school and five years of increasingly responsible professional experience as described above; **OR** one year of experience as a Mortgage Lending Examiner II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: federal and State statutes and regulations applicable to financial or mortgage lending institutions sufficient to analyze all facets of operations for compliance; standard internal security procedures and controls to evaluate their adequacy; accounting principles and practices; real estate appraisals; financial institutions or mortgage lending examination policies and procedures; purpose and administration of trust accounts; secondary mortgage market; fraudulent practices relevant to mortgage and real estate transactions. **Ability to:** formulate policies and procedures relevant to assigned areas based on information of a conceptual nature from varied and complex sources; provide presentations to senior managers simplifying complex ideas and information; analyze the most complex financial records and business recordkeeping systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: supervisory techniques including selection, motivation, training, work assignment and review, employee evaluations, setting work performance standards, and discipline. **Ability to:** collect, organize, verify, analyze and apply complex financial and operational data; determine safe and sound

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MINIMUM QUALIFICATIONS (cont'd)

MORTGAGE LENDING EXAMINER III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

examination techniques; coordinate, set priorities and assign work to professional staff. **Skill in:** motivating others to effective action; *and all knowledge, skills and abilities required at the lower levels.*

MORTGAGE LENDING EXAMINER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics, finance, or other discipline related to the position and one year of increasingly responsible professional experience conducting audits and reviewing financial records and reports; **OR** graduation from high school and three years of increasingly responsible professional experience as described above; **OR** one year of experience as a Mortgage Lending Examiner I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and State laws and regulations applicable to mortgage lending institutions sufficient to analyze all facets of operations for compliance; standard internal security procedures and controls; real estate appraisals; mortgage lending examination policies and procedures; secondary mortgage market; fraudulent practices relevant to mortgage and real estate transactions. **Ability to:** analyze financial records and business recordkeeping systems and reach logical conclusions; follow established policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources; interpret and apply complex rules and regulations related to examinations; utilize computer software packages commonly used in financial analysis; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: purpose and administration of trust accounts.

MORTGAGE LENDING EXAMINER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics, finance, or related discipline; **OR** graduation from high school or equivalent education and two years of increasingly responsible professional experience related to the examination of financial statements and records; **OR** an equivalent combination of education and experience. (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: accounting principles and practices. **General knowledge of:** auditing theory, principles, and practices. **Ability to:** maintain records and prepare reports and correspondence; communicate effectively with others regarding institutional examinations; maintain confidentiality of information; establish and maintain favorable public relations; review complex data and reach logical conclusions; function as a member of a team. **Skill in:** written English sufficient to compose examination reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills, and Abilities for Mortgage Lending Examiner II.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	10/28/83	10/28/83	10/28/83
REVISED:	4/13/84-3	4/13/84-3	4/13/84-3
REVISED:	1/17/86-3	1/17/86-3	1/17/86-3
REVISED:	4/14/87	8/06/87	8/06/87
REVISED:	7/1/93P	7/1/93P	7/1/93P
	9/24/92PC	9/24/92PC	9/24/92PC
REVISED:	12/1/06PC	12/1/06PC	12/1/06PC
REVISED:	08/11/09UC	08/11/09UC	08/11/09UC