

# **Pennsylvania Gaming Control Board**

# **VACANCY ANNOUNCEMENT**

“AN EQUAL OPPORTUNITY EMPLOYER”

**POSTING DATE:** 9/8/2016

**CLOSING DATE:** 9/18/2016

**CLASS TITLE:** Administrative Assistant,  
Central Region -  
Bureau of Investigations &  
Enforcement (Two Positions)

**POSITION #:**

**LOCATION:** Commonwealth Tower 10<sup>th</sup> Floor  
Strawberry Square  
Harrisburg, PA 17106

**TYPE OF SERVICE:** Non-Civil Service

**UNION COVERAGE:** AFSCME

**WORK HOURS:** 8:30 – 5:00

**PAY SCALE GROUP 4**  
Salary begins at \$ 31,335

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## **Job Duties:**

An Administrative Assistant is responsible for the processing of a variety of documents which include the verification of information, performing arithmetic calculations, coding, and assisting the public in completing governmental forms. Work involves the skilled typing of a variety of letters, reports, contracts, transmittals, vouchers, and agenda in draft and final form and includes responsibility for the format and grammatical accuracy of the material typed. Work may involve providing secretarial services to one or more individuals. Work includes all clerical aspects of a complicated work process or activity made up of unpredictable and random input, making choices between different procedures to be followed, and the appropriateness of the information presented for further processing. Work normally involves making independent decisions concerning the process to be followed, the appropriateness of the information to be processed, and the actions taken. Work may involve providing training and guidance to new employees and fulfilling a lead worker role for routine clerical operations. Work is performed with considerable independence and little review, however, changes in operational standards, procedures, and work policies are discussed in detail with the supervisor prior to implementation.

This position reports to various management staff throughout the agency.

## **Examples of Work May Include but Are Not Limited To:**

Types letters, reports, contracts, transmittals, vouchers, itinerary, and agenda on a typewriter console from handwritten draft, dictated sources, or original source documents into draft or final form.

Reads correspondence in order to become familiarized with contents and determines what procedures to pursue in providing the correct information which is in accordance with any applicable administrative and legal constraints; and types or directs the typing of responding correspondence.

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Proofreads varying types of materials to insure that information is grammatically correct, complete, consistent, and adheres to agency rules and regulations.

Prepares and types documents to purchase books, supplies, equipment, services, etc. by referring to catalogues, state contracts, and other sources to obtain prices, specifications, and related information.

Prepares monthly accomplishment such as reports, bid awards, costs, anticipated completion dates, and stages of completion.

Answers written inquiries relating to the status of certain aspects of an organization's functions.

Answering phones and taking messages or transferring calls.

Performs data entry to update human resource, fiscal, accounting, and similar systems.

Performs receptionist duties by greeting visitors, directing individuals to proper office locations, taking information, and screening and routing telephone calls.

Gathers information by reading publications and extracting applicable material.

Determines supply needs for the mail room and prepares the supply requisitions.

Insures that mail delivery schedules are punctual and mail is processed in the most efficient and expeditious manner.

Initiates tracers through the U.S. Postal Service on lost mail or parcel post.

Performs related work as required.

### **Minimum Experience, Education, and Training:**

A high school diploma and four years of relevant work experience;

Or graduation from an accredited four year college or university;

Or an equivalent combination of experience and training.

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**HOW TO APPLY:** Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at [jbott@pa.gov](mailto:jbott@pa.gov) by the closing date of this posting. A copy of this application is available on the PGCB website at <http://gamingcontrolboard.pa.gov/?p=30> Selected applicants will then be contacted and an interview will be arranged.

**NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.**

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

**IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.**

**CONTACT PERSON: Joseph Bott**

**ADDRESS:** P.O. Box 69060  
Harrisburg, PA 17106

**TELEPHONE:** (717) 346-8300

**E-MAIL:** [jbott@pa.gov](mailto:jbott@pa.gov)

## Identification of Essential Job Functions/ADA

Essential Job Functions for:

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

1. Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.
2. Communicate verbally and in writing in the English language.
3. Follow verbal and written instructions.
4. Interpret and apply policies and procedures.