

# **Pennsylvania Gaming Control Board**

# **VACANCY ANNOUNCEMENT**

“AN EQUAL OPPORTUNITY EMPLOYER”

**POSTING DATE:** 8/10/16

**CLOSING DATE:** 8/17/16

**CLASS TITLE:** Licensing Technician

**POSITION #:**

**LOCATION:** Commonwealth Tower 5<sup>th</sup> Floor  
Strawberry Square  
Harrisburg, PA 17106

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

**UNION COVERAGE:** AFSCME

**WORK HOURS:** 8:30 – 5:00

**Union Pay Scale Group:** 4

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## **Job Duties:**

Assists with the preparation of credentials, which involves the printing of identification badges for gaming and non-gaming employees working on the gaming floor in licensed slots facilities.

Licensing Technicians report to a Licensing Manager.

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

Prepares applications for scanning into an imaging system in an effort to reduce the number of paper applications currently being stored.

Organizes paper applications and researching storage solutions to house future applications.

Processes tax clearance forms with the Departments of Revenue and Labor & Industry, as part of the application process for all employees and entities seeking licensure.

Prepares correspondence, charts and other documents for the reporting of credentials issued for gaming and non-gaming employees of slots facilities.

Uses the Microsoft packages of Word, Excel, Access, Outlook, etc.

Assist and answer questions concerning the imaging and credentialing processes.

Maintains alphabetic and numerical files by inserting and/or retrieving documents, preparation of new files, and updating file contents.

Performs other related duties.

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

A high school diploma is required and two years of relevant work experience.

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**HOW TO APPLY:** Qualified applicants should contact the PGCB Human Resource office by submitting a letter of interest and resume to Joseph Bott at [jbott@pa.gov](mailto:jbott@pa.gov). Selected candidates 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: PGCB Human Resource Office**

**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.