

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 5/25/2016

CLOSING DATE: 6/22/2016

**CLASS TITLE: Assistant Enforcement
Counsel I**

POSITION #:

**LOCATION: Commonwealth Tower 10th Floor
Strawberry Square
Harrisburg, PA 17106**

TYPE OF SERVICE: Non-Civil Service

WORK HOURS: 8:30 – 5:00

Starting Salary: \$ 51,376

Job Duties:

Assistant Enforcement Counsel 1 serves as counsel with the Office of Enforcement Counsel. The position entails entry level professional legal work. An Assistant Enforcement Counsel 1 performs legal research confined to one or a few fields. Initially, attorneys in this class spend much of their time learning the techniques and requirements of governmental legal practice in their assigned areas. As they become more experienced in their work, they complete assigned tasks of a routine nature with minimum supervision. A wide variety of legal work is performed, which includes, but is not limited to, reviewing regulatory investigative reports and making recommendations to supervising counsel relating to the initiation of regulatory enforcement proceedings. Work is received via assignment from supervising counsel or policy direction from the Chief Enforcement Counsel. Work is reviewed by supervising counsel.

Examples of Work May Include but Are Not Limited To:

Serves as counsel with the Office of Enforcement Counsel;

Provide legal services and advice to the supervising attorney of the assigned regional OEC Office;

Reviews gaming and non-gaming employee applications and makes recommendations relating to the issuance of permits and registrations under the jurisdiction of the PGCB;

Reviews Casino Compliance Reports and other PGCB Bureau/Office referrals and makes recommendations relating to enforcement actions relating to gaming and non-gaming employees under the jurisdiction of the PGCB;

Serves as the prosecutor in various non-criminal proceedings, pursuant to the Pennsylvania Race Horse Development and Gaming Act;

Presents employee enforcement matters to the Board at public meetings;

Drafts and analyzes legal documents;

Conducts legal research;

Answers routine correspondence;

Performs other related duties; and

Any other duties or functions as directed by supervising counsel.

Minimum Experience, Education and Training:

Graduated from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at 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

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.