

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 5/25/2016

CLOSING DATE: 6/8/2016

**CLASS TITLE: Law Clerk,
Office of
Enforcement Counsel**

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

TYPE OF SERVICE: Non-Civil Service

WORK HOURS: 8:30 – 5:00

Starting Salary is: \$ 39,332

Job Duties:

This is an entry level position assisting the legal staff of the Pennsylvania Gaming Control Board (PGCB).

A Law Clerk is responsible for performing routine legal work and assisting attorneys in the performance of varied legal assignments. Work involves conducting legal research participating in the preparation of cases. After a period of training employees are given assignments of limited difficulty to perform independently. Work is subject to review in process and upon completion and assistance is normally available with respect to special problems. Supervision is received by an attorney.

Examples of Work May Include but Are Not Limited To:

Assists in the preparation of digests of laws and cases.

Participates in the preparation of cases by drafting memos, briefs and generally assisting an attorney.

Search for, interprets, and applies laws, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings.

Assists in the conduct of studies to determine administrative problems involved in proposed rules or regulations.

Participates in conferences with attorneys, administrative officials and representatives of private groups during which proposed legal rulings are discussed and explained.

Prepares replies to correspondence of a legal nature.

Participates in the review of rules, regulations and bulletins prepared by administrative officers for conformity to law.

Prepares and maintains case management lists, spreadsheets, and statistics.

Issues, files, and maintains enforcement notices, complaints, memorandums, evidence packets.
Prepares and completes any other assigned office related tasks.

Minimum Experience, Education, and Training:

Graduation from an accredited law school.

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 www.pgcb.state.pa.us. 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.**