

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 8/25/2025

CLOSING DATE: 9/7/2025

**CLASS TITLE: Hearing Officer,
Office of Hearings and
Appeals**

POSITION #:

**LOCATION: Commonwealth Tower
303 Walnut Street
Harrisburg, PA 17101**

TYPE OF SERVICE: Non-Civil Service

WORK HOURS: 8:30 – 5:00
(Telework Options Available
Within the Commonwealth of PA Only)

PGCB SCALE GROUP GM07
Pay Range Begins At: \$ 101,092

DEFINITION:

This is non-supervisory professional legal work of an administrative nature within the Office of Hearings and Appeals (OHA). The Hearing Officer conducts regulatory hearings and issues Reports and Recommendations for review by the Pennsylvania Gaming Control Board (PGCB or Board).

CLASS SUMMARY/DEFINITION:

This is highly responsible professional legal work in gaming regulation conducting administrative hearings and preparing Reports and Recommendations for final decision by the PGCB Board Chair and Board Members, which may involve penalties such as suspension or revocation of licensure, loss of gaming privileges or denial of other requested relief.

An employee in this job is responsible for conducting timely administrative hearings in accordance with the applicable provisions of the Gaming Act, the Board's Regulations, relevant portions of 1 Pa. Code (the General Rules of Administrative Practice and Procedure), rules of evidence for administrative hearings, and the Board's Code of Ethics to create a record for the Board's future consideration. Reports and Recommendations and other legal determinations must pass scrutiny during future administrative and/or judicial review. Work involves scheduling and holding pre-hearing conferences, ruling on pre-hearing motions and requests such as motions for continuance and discovery requests, and post-hearing motions, such as a motion to reopen the record for additional evidence. Employees in this job frequently communicate with the Board Clerk and/or the Director of Hearings and Appeals to keep assigned matters moving toward completion. Work is performed with a high level of independence. Employees are responsible for managing and providing reports on assigned caseloads. Timelines and general guidance are set by the Director of Hearings and Appeals. Supervision is received from the Director of Hearings and Appeals.

EXAMPLES OF WORK: *(NOTE: The examples of work are representative of the work, but every position classification to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):*

Conducts hearings in-person, via video, or via telephone, where testimony, documentary and video evidence may be given by the parties or witnesses present.

Makes determinations on and holds pre-hearing conferences if needed.

Conducts hearings as assigned and addresses all related work including pre-hearing motions and requests such as motions for continuance, discovery requests or holding pre-hearing conferences at the request of a party or parties or when deemed necessary by the Hearing Officer, and post-hearing motions such as a motion to reopen the record for additional evidence.

Rules on pre-hearing motions, rules on any objections raised by the parties or oral motions during the hearing or after the hearing is concluded and directs the filing of briefs if requested by a party or determined to be necessary.

Thoroughly analyzes all pleadings, hearing testimony and evidence, briefs and applicable statutes, regulations, case law and previous Board precedent.

Drafts concise, complete, well written and easily understood Reports or Reports and Recommendations for hearings conducted using review and analysis of all pleadings, testimony and evidence gathered during the hearing process, the relevant sections of the Gaming Act and the Board's Regulations, other relevant statutes or regulations, case law and past Board precedent.

Conducts colloquies with all parties at the commencement of hearings to ensure that the parties understand their rights with respect to the hearing.

Interacts with parties during the hearing with fairness and tact, ensuring that due process is provided to all parties whether represented by counsel or not, while building a complete record for the Board's future consideration.

Manages assigned caseload meeting all internal deadlines for conducting hearings and producing Reports or Reports and Recommendations and other required documents.

Frequently communicates with the Board Clerk and/or the Director of Hearings and Appeals to keep assigned matters moving toward completion. This may include timely rulings on motions, scheduling of pre-hearing conferences and hearings, producing and filing of Orders and Reports and Recommendations, and communicating availability for scheduling purposes.

Conducts legal research.

Works with the Board Clerk to re-schedule hearings when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the practice of and procedures used in Pennsylvania administrative law.

Knowledge of the rules of evidence in Pennsylvania for administrative hearings.

Knowledge of the principles, methods, materials, and practices of legal research.

Ability to analyze and apply statutes and regulations pertaining to activities of the gaming industry.

Ability to hold and conduct administrative hearings and to manage or administer related hearings or meeting requests such as motions for continuance, discovery requests, or pre-hearing conferences.

Ability to interpret, analyze, and synthesize pleadings, hearing testimony and evidence, briefs and applicable statutes, regulations, case law and previous case precedent.

Ability to interpret, analyze, and organize facts, evidence, and precedents and to present such material in clear and logical form in orders and Reports and Recommendations.

Ability to read, speak, write and communicate in English.

Ability to present information clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited school of law, admission to the Bar of the Supreme Court of Pennsylvania, current license to practice law in Pennsylvania, and at least six years of professional legal experience.

POST EMPLOYMENT REQUIREMENT:

Continued license to practice law in Pennsylvania, with membership continuously maintained during employment.

PREFERRED QUALIFICATIONS:

Experience in the practice of Pennsylvania Administrative Law.

Experience as a hearing officer or practice experience participating as counsel in administrative law hearings in Pennsylvania.

BASIC ESSENTIAL JOB FUNCTIONS:

Operate office equipment including Microsoft Office Suite and other technology as required.

Interact and clearly communicate with hearing participants, counsel, and PGCB staff.

Type or use a voice-to-text application to draft Orders, Reports and/or Reports and Recommendations and other required correspondence.

Follow verbal and written instructions.

Interpret and apply law, regulations, policies, procedures, statutes, case law and PGCB precedent.

Manage own caseload and set timeframes for completion within general timelines provided by the Director of Hearings and Appeals.

The duties of this position will primarily be performed in an office or meeting room environment. Occasional travel may be required.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at RA-GBJOBAPPLICANT@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: PGCB Human Resource Office

ADDRESS: 303 Walnut Street
Harrisburg, PA 17101

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov