

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 9/29/2025

CLOSING DATE: 10/8/2025

CLASS TITLE: Executive Secretary,
Office of Gaming Laboratory
Operations

POSITION #:

LOCATION: Commonwealth Tower 10th Floor
303 Walnut Street
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

WORK HOURS: 8:30 – 5:00, (37.5 hrs. weekly)

(Telework Options Available
Within the Commonwealth of PA Only)

PAY SCALE GROUP 5:

Starting Salary - \$45,907

(Non-Negotiable, Pay Rules Apply to Existing
Commonwealth Employees)

DEFINITION:

This position performs administrative and clerical work and office support to the Office of Gaming Laboratory Operations (GLO). The work is performed under the direction of the Director of Gaming Laboratory Operations. Duties are performed with the delivery of exceptional customer service.

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.):*

Processes new submission including pulling the electronic submissions from the ftp, entering the submissions into the tracking database and creating electronic files, and assures accuracies of initial paperwork received such as cover letter, GLO forms, etc.

Processes approval letters, emails draft letters to the executive director for review, signs and places letters into pdf formats, emails letters to manufacturers, Independent Testing Laboratories (ITLs) & PGCB Staff, updates the database, and approves draft ITL certifications.

Updates submission files and the database when new info comes in, including ITL completion dates, customer advisories, withdrawal notifications, waiver requests, revocations, priority info, etc.

Processes revocations and creates revocation memos, emails out revocations and memos, and updates GLO files & database.

Keeps distribution lists up to date and updates GLO staff when there is a change within a company and letter addresses change and updates Teams spreadsheet, approval letter distribution spreadsheet, letters processed and revocation memo distribution list.

Organizes email storage and organization of the records the Executive Secretary sends out such as

approval letters and revocation memos.

Reviews of draft approval letters including verifying letterhead, date, addressee, typos/grammar, database entries completed, database and letter match.

Keeps electronic files and paper files organized and verifying electronic files do not have duplicates, destruction of files as submissions are revoked/withdrawn, and scanning of paper files to clean-up office.

Organizes and files the physical media in the archive room.

Assists with GLO visitors & deliveries and works in the office on days when in-person meetings (people from outside PGCB) and deliveries are occurring.

Checks for GLO mail on a weekly basis.

Assists with scheduling Teams meetings.

Assists with travel revisions and plans.

Creates GLO supply orders and organizes and manages GLO office supplies.

Triages calls and emails from the industry and answers basic PGCB/GLO questions.

Maintains and creates GLO tracking spreadsheets, reports, and metrics.

Performs special projects and other duties as required or assigned.

Performs other duties as assigned.

BASIC ESSENTIAL JOB FUNCTIONS:

Operates a personal computer, telephone, copy machine, fax machine, and other similar office equipment.

Communicates verbally and in writing in the English language.

Follows verbal and written instructions.

Interprets and applies policies and procedure.

MINIMUM EXPERIENCE AND TRAINING:

A high school diploma or its equivalency and five years of relevant work experience; or
Any equivalent combination of experience and training.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at pgcbjobapplicant@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/>. 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: PGCB Human Resource Office

ADDRESS: 303 Walnut Street
Harrisburg, PA 17101

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov