
Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 11/4/2025

CLOSING DATE: 11/16/2025

CLASS TITLE: Assistant Chief Counsel I or II **POSITION #:**

LOCATION: Commonwealth Tower 5th Floor
Strawberry Square
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 PAY RANGE: \$70,054 to \$105,066
(Salary and position commensurate with
experience.)

Job Duties:

This is non-supervisory professional legal work. The Assistant Chief Counsel is responsible for performing legal work at the full professional performance level. A wide variety of legal work is performed, which includes research, drafting memoranda to the Board on matters coming before it, drafting opinions and pleadings, performing legal regulatory work, and/or representing the Pennsylvania Gaming Control Board (PGCB) before courts of law, or other regulatory tribunals. Difficulty of legal problems encountered range from routine to moderately difficult. Positions allocated to Assistant Chief Counsel II differ from those allocated to the Assistant Chief Counsel I in the increased complexity of legal work involved and the decreased amount of guidance received.

Examples of Work May Include but Are Not Limited To:

Legal research preliminary to the rendering of decisions by the PGCB, the preparation of a variety of memoranda and legal documents, or the preparation of cases for hearing or argument by outside tribunals and courts. The work is done independently, but subject to general supervision by a higher-level attorney based on the difficulty of the legal problems encountered.

Analyze and organize facts, evidence, and precedents inherent in moderately complex cases and to present such materials in memoranda opinions, and orders.

Analyze legal documents and instruments.

Deal tactfully and effectively with state administrative officials, local government officials, employees, court officials, and the general public.

Draft legal documents and, possibly, proposed legislation.

Essential Job Functions:

Ability to operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.

Ability to communicate verbally and in writing in the English language.

Ability to follow verbal and written instructions.

Ability to interpret and apply policies and procedure.

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

Minimum Experience, Education and Training:

Assistant Chief Counsel I - Graduated from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania

Assistant Chief Counsel II – In addition to the above, at least two years of progressively responsible experience in comparable professional legal work

Experience in administrative law, trial work, and brief writing a plus.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume and writing sample 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

