
Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 11/4/2025

CLOSING DATE: 11/16/2025

JOB TITLE Procurement Specialist,
Office Services -
PGCB Bureau of Administration

LOCATION: Commonwealth Tower 5th Floor
Strawberry Square
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

WORK HOURS: 8:00 – 4:30
(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 in Office Services supports the PGCB’s mission of ensuring the integrity of Pennsylvania’s licensed gaming industry through its responsibilities for purchasing and payment requests and reconciliations and serving as main receptionist for the PGCB both in person and telephone. Position also supports supervisor in various procurement, purchasing and tracking duties as assigned.

DESCRIPTION OF DUTIES:

Processes purchase requests for conferences, associations/memberships, subscriptions, travel, training, continuing education, etc. submitted through TEEAM on behalf of PGCB Board members or employees, as requested through the Administrative Director or supervisor. Utilizes SRM and SAP to create shopping carts, purchase orders, and complete goods receipts. Creates purchase orders for regular, recurring expenses.

Completes required monthly reconciliation of agency purchasing card activity against US Bank posted transactions by posting budget codes for each purchasing card activity to US Bank website.

Completes month-end reconciliation of agency purchasing card statement by gathering TEEAM purchasing requests and receipts and forwarding to Budget office.

Tracks payment of invoices and resolves outstanding invoices as requested by supervisor.

Registers attorneys for Continuing Legal Education (CLE) sessions and pays for course registrations using agency purchasing card.

Processes employee requests for use of agency pool vehicles by completing request in the Enterprise system and assigning the vehicle to the employee. Receives employee requests for vehicles, assigns employees to PGCB fleet vehicles, and uses VIPS and Enterprise system to assign vehicles and track vehicle use. Assists with delivering and picking up PGCB fleet vehicles to DGS for service and maintenance.

Makes travel arrangements for PGCB employees as requested and responds to routine travel questions.

Answers the main PGCB phone line, as needed, and directs or returns calls and messages, as needed, to respond to patrons, licensees and other PGCB customers.

Monitors and responds to the Office Service email resource account in coordination with supervisor.

Receives and picks up USPS mail/packages from the table in the lobby on the first floor of Strawberry Square and distributes to PGCB mail slots on 5. Applies postage and delivers outgoing mail/packages to the Post Office on the first floor of Strawberry Square for delivery. Notifies PGCB offices of mail/packages received/delivered.

Serves as a backup for Commonwealth Tower building management issues, badge system management, etc. at request of supervisor.

May also receive assignments from Administrative Director. Serves as a backup to the Executive Offices Executive Secretary and assists the Executive Offices Executive Assistant, as needed.

Performs special projects and other duties as required or assigned.

DECISION MAKING:

Supervisory Role – Position is not a supervisor.

Work Decisions – Position makes decisions on administrative tasks at full performance level.

Supervisor's Control – Position works independently with supervisor available to answer questions.

Communications – Position is expected to communicate independently with a broad variety of employees and individuals seeking information from PGCB such as patrons, licensees and law enforcement.

ESSENTIAL FUNCTIONS:

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

Ability to operate a motor vehicle, following all traffic rules and regulations. Possess a valid driver's license.

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.

Ability to lift boxes/packages up to 40 pounds.

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

MINIMUM EXPERIENCE AND TRAINING:

One year of purchasing work involving contact with vendors in the procurement of a variety of supplies, materials, equipment, and services;

OR Four years of stores or warehouse experience that included responsibility for maintaining inventory control or requisitioning or ordering supplies. Post-high school instruction may be substituted on a year-for-year basis for purchasing or stores experience to a maximum of two years;

OR An equivalent combination of experience and training.

Prior experience with SAP/Concur software is preferred.

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/?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