Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

"AN EQUAL OPPORTUNITY EMPLOYER"

POSTING DATE: 11/20/2026

CLOSING DATE: 11/29/2026

CLASS TITLE: Investigator,
Bureau of Investigations
& Enforcement,
Southeastern Regional Office

POSITION #:

LOCATION: 375 East Elm Street
Suite 230
Conshohocken, PA 19428

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

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

PAY SCALE GROUP 7
Starting Salary: $ 60,538
(Non-Negotiable, Pay Rules Apply to Existing Commonwealth Employees)

DEFINITION:

This is entry level work reporting to an Investigator Supervisor within the Bureau of Investigations and Enforcement within the Pennsylvania Gaming Control Board (PGCB or Board).

JOB DUTIES:

This is investigative work within an organizational unit in the Bureau of Investigations and Enforcement (BIE) at the Pennsylvania Gaming Control Board.

An employee in this job is responsible for performing specific investigative duties relating to suitability investigations for licensure of gaming applicants and other investigations involving violations of the Pennsylvania Race Horse Development and Gaming Act, Act 71. Work includes investigations involving financial and character suitability, business integrity and alleged violations of Act 71, the PGCB Code of Ethics and other related duties as required.
Work is mainly performed alone but based on volume or complexity work may be performed with other investigators or in consultation with the Office of Enforcement Counsel or employees of the Specialized Unit within the Bureau of Investigations and Enforcement. Work is performed under the direction of an Investigative Supervisor, a Deputy Director or the Director who evaluates work through review of reports and recommendations.

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 in-depth financial and background investigations of persons and companies seeking approval for transactions related to gaming, or licensure to conduct or participate in gaming.

Examines and evaluates personal and business financial records (e.g., checking account statements, deposit records, credit card statements, tax returns and transcripts, real estate documents, bank records, ledger accounts, etc.) to determine source, adequacy and suitability of funds.

Conducts interviews and investigations of applicants, employers, law enforcement officials, references, social and business acquaintances.

Establishes liaison and working relationships with law enforcement, businesses, educational institutions, and regulatory agencies.

Reviews and analyzes application documents, criminal history information, financial records, tax information, business records, public information, and confidential records in accordance with BIE policies and procedures.

Investigates persons regulated by the Board for non-criminal violations of Act 71 including but not limited to exclusion requests for patron misconduct, payments to prohibited vendors, gaming employee misconduct and underage gaming.

Prepares detailed written reports on investigations that set forth investigative findings based on policies and procedures.

Conducts and processes self-exclusion interviews.

Provides testimony before PGCB's Office of Hearings and Appeals, the PGCB Commissioners, Chief Counsel, Executive Director and other courts of law or administrative hearing forms.

Uses and understands public source information obtained from commercial and proprietary database searches, i.e. Lexis Nexis, Accurint and Inquiries.

Travels extensively within the Commonwealth, United States and abroad to complete investigative assignments as needed. (Personal transportation arrangements may be required in accordance with agency policy.)

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge of investigative techniques relative to financial and background investigations.

Knowledge of corporation structures and complex financial transactions.

Knowledge of business and public source information systems.

Knowledge of civil rights of individuals under investigation.

Knowledge of procedures concerning rules of evidence.

Knowledge of procedures in conducting covert surveillance.

Knowledge of Act 71, the PGCB's regulations, policies and procedures.

Ability to prepare detailed written investigative reports.

Ability to organize assigned investigative work.

Ability to analyze investigative findings.

Ability to conduct interviews.

Ability to travel extensively both in the United States and abroad to conduct investigations on applicants seeking gaming licensure.

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

Ability to work extended work shifts day or night.

Ability to testify as a witness before the Pennsylvania Gaming Control Board or other courts of law or hearing forum.

Ability to conduct covert surveillance and serve emergency suspensions.

Ability to evaluate, analyze, and report information resulting from suitability, financial, and regulatory investigative activities.

Ability to conduct investigative activities of varying complexity so that all pertinent details are obtained.

Ability to learn to utilize diverse types of electronic and/or manual recording and information systems monitored or utilized by the Board.

Ability to travel.

MINIMUM EXPERIENCE AND TRAINING:

Two years as a Casino Compliance Representative.

OR

A bachelor's degree from an accredited college or university in criminal justice, accounting, finance or related field;

OR

Four years of law enforcement, financial investigative, or administrative experience in background investigations, organized crime investigations, white collar crime investigations, public corruption, narcotics trafficking or money laundering, or intelligence collection;

OR

An equivalent combination of experience and training.

SPECIAL REQUIREMENT:

The ability to operate a motor vehicle and the possession of a valid Pennsylvania operator's license is required.

BASIC ESSENTIAL JOB FUNCTIONS:

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

Read, write, speak, understand and communicate in English language sufficiently to perform the

duties of the position.

Follow verbal and written instructions.

Interpret and apply policies and procedures.

Travel, at times extensively, within the United States and abroad.

Operate a motor vehicle.

Work is generally performed in a typical office environment. However, work may be performed in a casino environment including exposure to loud noise, flashing lights, crowded areas and smoke.

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