

Pennsylvania Gaming Control Board
VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 1/14/2025

CLOSING DATE: 1/26/2025

CLASS TITLE: Assistant Chief Counsel

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)

Pay Range Begins At: \$68,014

(Salary and position commensurate with
experience.)

Job Duties:

Working under the direction of the Deputy Chief Counsel for Licensing, this Assistant Chief Counsel position is responsible for the review and analysis of all license applications with the PGCB. Assist the Deputy Chief Counsel in responding to all questions from members of the PGCB staff or applicant representatives related to the status of an application, problems with an application, interpretations of statutory or regulatory provisions related to licensure and inquires into disclosure and/or divestiture requirements. Evaluate the corporate structures and business models of all applicants to determine licensure requirements and ensure statutory and regulatory compliance. Assist in the composition, revision and ultimate completion of the Suitability Reports and Executive Summaries for each applicant for licensure with the PGCB.

Assistant Chief Counsel for Licensing provides legal assistance to the Bureau of Licensing. In this capacity, Assistant Chief Counsel will review all applications for form, legality and consistency; generate binding licensure documents, general correspondence and contractual documents at the direction of the Director of the Bureau of Licensing and the Deputy Chief Counsel for Licensing; provided legal representation for the Bureau of Licensing with outside counsel; assist in evaluating the suitability of each applicant; and provide legal interpretation for ongoing licensure renewal applications and any additional licensure filings.

Assistant Chief Counsel will also be required to monitor issues relating to licensees in the post licensure period of the PGCB and to review and evaluate all license renewal applications. Ensure that the statutory and regulatory mandates, as they related to Bureau of Licensing, are satisfied; and provide legal advice and guidance to the Bureau of Licensing, as to the effect of any statutory or regulatory violation by an applicant or licensee.

Minimum Experience, Training and Requirements:

Graduated from an accredited school of law and certificate of admission to the Bar of the Supreme Court of Pennsylvania.

Basic 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.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to the Office of Human Resources at pgcbjobapplicant@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at www.pgcb.state.pa.us. 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: 303 Walnut Street
Harrisburg, PA 17101

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov