

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 3/18/2025

CLOSING DATE: 3/30/2025

JOB TITLE **Executive Secretary,
PGCB Executive Office**

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

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – Confidential Position

WORK HOURS: 8:00 – 4:30
(Telework Options Available
Within the Commonwealth of PA Only)

PAY SCALE GROUP: 5
Starting Salary - \$44,890

DEFINITION:

This position, in the PGCB Executive Offices, supports the PGCB's mission of ensuring gaming integrity through its responsibility for administrative and clerical work and office support as assigned by the Executive Assistant to the Executive Director. The position supports assigned Commissioners, the Office of Sports Wagering Operations, and the Office of Human Resources. Duties are of a highly confidential nature and performed with the intention to deliver exceptional customer service.

DESCRIPTION OF DUTIES:

Assists, serves as aide, and provides task backup to the position's supervisor (Executive Assistant assigned to the Executive Director) to provide consistency in support of PGCB executives, Board members and others as assigned.

Reviews correspondence prepared by staff within assigned bureaus or offices for grammar, format, completeness, and adherence to agency policy. Edits and formats correspondence such as industry guidance, determinations on regulatory matters, recommendations, etc. for manufacturers, operators, patrons, or other parties involved with Pennsylvania gaming activities or activities and business related to gaming using Microsoft Suite tools and PGCB correspondence standards to ensure accuracy and compliance.

Takes notes and prepares correspondence and other communications. Prepares correspondence to the general public in order to adjust complaints or supply information concerning agency functions and procedures. As assigned and authorized signs correspondence, inter-office forms, requisitions, and similar documents on behalf of staff.

Ensures setup of meetings, both in person and virtual, for PGCB executives to ensure organized, properly documented, and professional meetings are executed. Arranges and schedules

appointments for assigned staff and makes certain all the necessary material is secured and provided to staff before each meeting.

Gathers and publishes weekly itinerary of Directors using Sharepoint and Outlook to keep executives apprised.

Provides support to Commissioners in arranging for travel, processing travel reimbursement, aiding in arranging itineraries, and preparing talking points for speaking engagements.

Assists the Board Secretary/Executive Assistant with support of Commissioners during and between meetings of the Board, including but not limited to securing supplies, setting up and clearing meeting space, ensuring supplies and refreshments have been provided, and serving as the receptionist outside the Board's public meeting room.

Prepares all travel plans, meal plans, purchases, and reimbursements for Board meetings for Board members, ex officios, and presenters at Board meetings. Prepares tax exempt vouchers and submits receipts for reimbursement.

Prepares travel and hotel options, schedules and processes travel, books hotels, and submits requests for conferences and training on behalf of Board members, ex officios, and presenters at Board meetings. Prepares tax exempt vouchers and submits receipts for reimbursement.

As backup to the receptionist for the PGCB main line and front desk:

Screens phone calls for the assigned bureaus or offices; apprises the appropriate staff of all office activity in regard to calls; and answers inquiries or refers them to appropriate persons for handling.

Sorts and scans mail delivered for assigned bureaus or offices and routes it to the proper bureau/office; maintains control over incoming and outgoing correspondence; and composes correspondence on a variety of subjects relating to the management of the office.

Serves as backup to PGCB headquarters office receptionist for answering the PGCB main telephone line and processing TEEAM and purchasing card requests using applicable tools and applications to provide support and redundancy.

Applies administrative rules and regulations on a daily basis to a variety of work situations.

May assist in the scheduling of employment interviews.

Aids in the scanning and maintenance of Official Personnel Files.

Performs special projects and other duties as required or assigned.

DECISION MAKING:

Work is performed under the direction, guidance, and oversight of the Executive Assistant. Work instructions or requests may be provided by assigned Commissioners, bureaus, or offices.

ESSENTIAL FUNCTIONS:

Operates a personal computer, telephone, copy machine, fax machine, and other similar office equipment including Microsoft Suite software.

Communicates verbally and in writing in the English language.

Follows verbal and written instructions.

Interprets and applies policies and procedure.

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

Shares and retains confidential information with high level of discretion.

MINIMUM EXPERIENCE AND TRAINING:

A high school diploma or its equivalency and five years of relevant work experience;

OR

An 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/?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