



# TECHNICAL WRITER

## POSITION DESCRIPTION

JUNE 2025

DATE:	JUNE 2, 2025
DEPARTMENT:	TECHNICAL SERVICES
POSITION TYPE:	REGULAR/FULL TIME
FLSA CLASSIFICATION:	EXEMPT
JOB LOCATION:	ORLANDO, FL
APPLICATION DEADLINE:	OPEN UNTIL FILLED

### POSITION SUMMARY

The Technical Writer is responsible for planning, writing, editing, revising, and presenting various technical documentation (e.g., internal maintenance checklists, manuals, dashboards, tech support procedures, internal SOPs, etc.) to be easy-to-understand for staff, temporary workers, and poll workers for the Orange County Supervisor of Elections Office. This role will also assist with proofing election-related documentation intended for public consumption.

The Technical Writer reports to the Manager of Technical Services.

### SKILLS AND QUALIFICATIONS

#### REQUIRED:

- Bachelor's Degree in Applied Science, Computer Science, Information Systems or another related field.
- Minimum of five years' experience troubleshooting complex electronics and computer networking hardware/software.
- Minimum of five years' work experience using Windows OS and email systems in an administrative function.
- Proficiency with Microsoft Office products including advanced knowledge of spreadsheets, database queries, word processing, and the ability to learn new software programs.
- Prior experience analyzing/resolving system issues and communicating effectively with the management team.
- Prior experience training direct reports and temporary workers.
- Prior experience supervising projects from concept to completion, meeting hard deadlines with a high degree of accuracy.
- Prior experience in owning and building an end-to-end documentation process.
- Attention to detail for technical accuracy and consistency in writing.
- Proven experience in comprehending and translating technical information for a generic audience.
- Valid driver's license and driving history that meets SOE driving standards.

#### PREFERRED:

- Minimum of five years' experience in a position with project management responsibilities, or experience in an Election Office, or similar field with rapidly changing priorities and pressure from constant deadlines.
- Minimum of three years' of professional documentation experience.

## POSITION FUNCTIONS AND DUTIES

- Review and update internal and public-facing documentation related to election equipment, operations, and logistics.
- Proofread public-facing election documentation across the agency, as needed.
- Assist with the improvement of software solutions to optimize operational workflows within the agency.
- Assist with the layout and proofing of paper ballots and ADA-accessible ballots.
- Assist with revisions to the Security Procedures document in preparation for each federal and state election.
- Assist with revisions to poll worker manuals to follow uniform design and standard terminology across the agency.
- Assist with the development of tutorials and training materials to educate temporary staff on election functions.
- Communicate and collaborate effectively with all SOE divisions, temps, and vendors.
- Remain current on emerging technology that may benefit the SOE systems and users. Participate in new development, enhancement, and maintenance of systems.
- Ability to support and perform team members' duties, as needed.
- Perform all other duties as assigned.

## WORKING CONDITIONS

The majority of the work is performed indoors, in an air-conditioned office seated at a desk facing a computer screen. This position may also work indoors and outdoors at public events. This role will come into contact with cleaning chemicals for tablets and printers. This position requires frequent contact with the SOE internal staff and SOE vendors.

This position requires full-time hours within a scheduled workweek, in addition to extended workdays and weekend work as needed, during election events, sometimes with little or no advance notice.

## SPECIAL EQUIPMENT

Must possess working knowledge of office machines, equipment, and tools including but not limited to multi-line phone system, computers, laptops, tablets, iPads, scanners, printers, forklift and scissor lift, network tools, cameras, power hand tools, soldering iron, pallet jack, election equipment, and company vehicles.

## PHYSICAL AND MENTAL DEMANDS

Requirements and Frequency		
Occasional Demands (1-33%)	Frequent Demands (34-66%)	Constant Demands (67-100%)
Standing	Grasping	Reading and Comprehending
Driving	Hand-Eye Coordination	Focus on Extending Periods
Pushing	Visual Acuity	Concentrating
Pulling	Reaching	Repetitive Wrist Motion
Bending	Walking	Mental Alertness
Stooping		Hearing
Lifting and/or Carrying (up to 20 lbs)		Oral Communication
		Decision-Making
		Sitting

## **DISCLAIMER**

This is a general overview of this position. The Orange County Supervisor of Elections reserves the right to change, alter, or void all or any part of this position overview at any time, with or without notice.

## **AT WILL STATEMENT**

Employment at the Orange County Supervisor of Elections Office is “at-will”. The employee or employer may terminate it at any time, with or without cause. It is not guaranteed, contracted, or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter your employment's at-will status or enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend, or revoke pay rates, terms and conditions of your employment, and job offers at any time.

## **HOW TO APPLY**

**Email applications to:** [recruiter@ocfelections.gov](mailto:recruiter@ocfelections.gov)

**Mail application to:**

Orange County Supervisor of Elections  
Attention: Human Resources  
PO Box 562001  
Orlando, FL 32856