



**TEXAS DEPARTMENT OF
LICENSING & REGULATION**

LOTTERY & CHARITABLE BINGO DIVISION

Working title: Report Writing Specialist

Class title: Technical Writer III

Posting No.: 1110-26

Opening Date: 11/20/2025

Closing Date: Open Until Filled

Location: Bush Building, 1801 Congress Ave., Austin, TX 78701

Class Code: 1872

FLSA: Professional-Exempt

Salary Group/Salary: B23, \$75,000 - \$86,000.04/yr.

Division: Media Relations

Number of positions: 1

General Description

Performs highly advanced (senior-level) technical writing work coordinating the compilation, composition, organization, and editing of data and other information. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This position reports to the Media Relations Division Director.

Essential Job Functions

- Leads the development and production of the division's Annual Report and other formal reports for lottery and charitable bingo, ensuring all statutory elements are clearly addressed and accurately documented.
- Coordinates the collection, synthesis, and organization of information across divisions to report on the agency's operations, budget, performance measures, and strategic goals.
- Drafts and edits complex business information, data and policy content for a broad audience, including legislators, oversight agencies, and the general public.
- Ensures the Annual Report is compliant with legislative mandates, follows plain language best practices, and aligns with agency and division standards for branding, tone, style, and accessibility.
- Collaborates with internal subject matter experts and leadership to validate content and incorporate feedback while meeting statutory deadlines.
- Manages the timeline for reports from planning to final submission, including content drafting, revision cycles, formatting, and final production.
- Works with staff in the development of formats, graphics, tables, charts, infographics to present complex data clearly and effectively.
- Coordinates with appropriate agency and/or division staff to ensure final reports are properly archived, posted to the agency and/or division's website/intranet, and distributed to required constituents in a timely manner.
- Reviews legislative changes to reporting requirements and recommends updates to content or process to ensure continued compliance.
- Maintains and updates the division's style guide and proofreads division materials to ensure accuracy, consistency, and adherence to established style and formatting guidelines.
- Provides copywriting and editorial support for additional documents, reports, industry publications, website/intranet content, certain internal messaging for division staff, or other written materials as assigned.
- Writes original content for the agency and division employee newsletter, including articles, features, and staff highlights.
- May produce Responsible Gambling and other certification-related reports in alignment with industry requirements.
- Assigns, tracks, and processes responses for industry surveys.
- May compose scripts and talking points for certain agency or division presentations or business meetings.
- May assist with creating and publishing social media content across platforms and moderating and responding to user comments and messages.
- May assist with coordinating, preparing, and distributing the daily employee news email and news releases.
- Represents the agency or division, when appropriate, at Commission meetings, business meetings, conferences, seminars, and/or on committees.
- Assists with various administrative tasks for the division, including but not limited to preparing and submitting eReqs, maintaining filing and records retention for the division, and assisting with social media on-call scheduling.
- Performs related work as assigned.

Required and Preferred Qualifications

- Graduation from an accredited four-year college or university with a degree in communications, journalism, English, business administration, public policy, or a related field is required. (Experience in writing and editing formal business, government, policy, research, or strategic reports, in excess of the required three years, may be substituted for college on a year-for-year basis.)
- Three years of experience writing and editing formal business, government, policy, research, or strategic reports is required.
- Three years of experience coordinating the production of written content across departments or teams is required.
- Willingness to **occasionally** work irregular hours – including evenings, weekends, and holidays – when necessary due to workload demands or deadlines, and to occasionally monitor division social media during those times as part of a shared on-call rotation is required.
- Willingness to **occasionally** travel (up to 5%) is preferred.
- Experience proofreading formal or professional documents is preferred.
- Experience working with legislative deadlines, reporting requirements, or regulatory documentation processes is preferred.
- Experience writing and editing annual reports, strategic plans, and/or business plans is preferred.
- Experience developing a range of written materials, such as features, newsletters, press releases, and/or internal communications is preferred.
- Experience using digital collaboration and document management programs (e.g., SharePoint and/or Microsoft Teams) is preferred.
- Experience with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, multi-user databases, and e-mail is preferred.
- Experience with publication layout software (InDesign, QuarkXPress, Publisher, etc.) is preferred.
- Experience with Adobe Creative Suite programs, excluding InDesign, is preferred.
- A writing test will be administered to applicants selected for interviews.
- Applicants selected for an interview will be required to submit formal writing samples, such as executive summaries, business plans, annual reports, strategic communications material, government reports, or similar publications.

Knowledge, Skills, and Abilities

- Demonstrated knowledge of Associated Press Style.
- Knowledge of business language, spelling, punctuation, grammar, and report formatting
- Knowledge of formal writing methods and procedures commonly used in preparing official business and government reports.
- Knowledge of writing, organizing, and editing strategies used in the production of formal publications.
- Excellent verbal and written communication skills.
- Excellent time management and organizational skills.
- Skill in writing clearly, concisely, and accurately for formal business and government documents.
- Ability to edit and proofread high volumes of text under deadline.
- Ability to gather, evaluate, and synthesize information to draft coherent formal reports.
- Ability to translate complex information into plain language.
- Ability to research and prepare information and to compose copy and materials related to the goals and priorities of the agency.
- Ability to follow detailed oral and written instructions, coordinate multiple priorities, review and prioritize assignments, and function effectively in a fast-paced environment to meet strict deadlines.
- Ability to work well independently as well as collaboratively within a team environment and in a high stress, deadline driven work environment.
- Ability to maintain a pleasant and professional work attitude at all times.

Physical and Mental Requirements

- Must be able to stand or sit for extended periods of time and operate a personal computer, standard office equipment, and computer software.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

HOW TO APPLY

State of Texas applications may be submitted electronically through the Texas Workforce Commission's workintexas.com online system by the closing date stated on the job posting. Applications may also be downloaded through TDLR's website <https://www.tdlr.texas.gov/careers/> and emailed to jobs@lottery.state.tx.us. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted via email must be received by 11:59 p.m. on the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Applicants are solely responsible for timely delivery of applications by the deadline. All applicants must submit a thoroughly completed application, answering all applicable questions. Applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.