

Technical Writer

Duties may include:

- (a) Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- (b) Maintain records and files of work and revisions.
- (c) Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- (d) Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- (e) Interview production and engineering personnel and read journals and other material to become familiar with production technologies and production methods.
- (f) Develop or maintain online help documentation.
- (g) Assist in laying out material for publication.
- (h) Select drawings, specifications, mockups, and production samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- (i) Arrange for typing, duplication, and distribution of material.

Minimum Qualifications:

A minimum of 2 years work experience in the performance of the type of work