

Job Title: Technical Writer/Editor

Qualifications:

A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

Duties:

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

- With a Master's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.
- With seven years general experience of which at least five years is specialized, a degree is not required.

Prepares revisions to and rewrite existing documentation. Create new documentation from related documentation, examination of subject system or procedure, interviews, and/or experience and/or expertise in subject area. Use word processor or text processor. Apply excellent writing skills and use of the English language. Apply PC skills and technical aptitude. Handle correspondence and uploading and downloading. Apply knowledge of different writing styles and ability to follow the appropriate style for the intended audience.