

# Technical Editing and Writing Specialist: Technical Editing & Writing Specialist I

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Responsible for the overall publications tasks and monitors publication tasks to ensure that manuals are prepared in accordance with contractual requirements. Responsible for collecting/compiling information to write material for technical manuals, test procedures, technical reports, and other technical data. May prepare estimates/proposals for various publication tasks. Maintains close working relationship with engineering, manufacturing and field service personnel to: obtain data, correct errors, and ensure that data generated by Engineering meets Logistics requirements. Prepares and/or assists in the preparation of validation plans that are to be used for validation/verification of technical manual data. Conducts and/or participates in technical manual in-Process Reviews (IPR's) or Pre-Publication Reviews (PPR's).

Writes, rewrites and/or edits technical documents such as technical procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related technical publications to communicate clearly and effectively technical specifications and instructions to a wide range of audiences. Acquires subject knowledge by interviewing product developers, observing performance of production methods, referring to technical specifications, blueprints, engineering illustrations, and trade journals. Oversees preparation of illustrative materials, selecting drawings, sketches, diagrams and charts. Conducts quality review of materials.

## **Knowledge**

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

## **Minimum Education and Experience**

1+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Basic MS Word, PowerPoint and Excel skills.