

# Technical Editing and Writing Specialist

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.

Level 1		Level 2		Level 3		Level 4	
Technical Editing & Writing Specialist I		Technical Editing & Writing Specialist II		Technical Editing & Writing Specialist III		Sr. Technical Editing & Writing Specialist	
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules, and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor, and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters, often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.	
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.	3+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel Skills.		10+ years directly-related experience with Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel skills.	