

Technical Editing & Writing Specialist: Technical Editing & Writing Specialist

I

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 by 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.

Liason

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

Work Products (Examples may include but are not limited to)

User's Guide/Operator's Manual General Information Equipment Description & Data Control's, Indicator's, and Connectors Operating Procedures Maintenance Instructions (PMCS) Troubleshooting Procedures Operator Maintenance Unit/Aviation Unit Maintenance Manual General Information Equipment Description & Data Installation Procedures Intermediate/Aviation Intermediate Maintenance Manual General Information Equipment Description & Data Remove and Replace Procedures Illustrated Parts Breakdown Manual General Information Technical Bulletin General Information Installation Procedures

Minimum Education and Experience

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