Downloaded from <https://www.velvetjobs.com/job-descriptions/staff-technical-writer>

# Example of Staff Technical Writer Job Description

Our company is looking for a staff technical writer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for staff technical writer

* Responsible for providing written TSCM reports based off of TSCM inspection findings, vulnerabilities, and assessments
* Compiles and edits notes and imagery
* Perform research and create Intelligence community imagery products
* Develop new information on major functional areas and update existing information without supervision
* Create video storyboards
* Define customer requirements across a collection of products or a suite
* Independently seek product/suite/feature information from multiple sources even when little or no formal information exist
* Creates, develops, plans, writes and edits complex operational, instructional, interactive electronic technical manuals (IETMs), maintenance or test procedures for paper, multimedia or web-based publication
* Responsive to technical and customer requirements
* Mentors junior writers, providing feedback and critiquing work to assist with developing leadership skills, documentation skills and expertise with production tools, projects

## Qualifications for staff technical writer

* A Bachelor’s Degree from an accredited college or university or three years of recent comparative work experience may substitute for the degree requirement
* Also desirable is experience with the Joint Staff Action Processing system, Joint Technical Intelligence Portal, PORTICO, NSA Technical Security Analysis Center, experience working with the TSCM community and the intelligence community as a whole, and working knowledge of TSCM equipment and methodology
* Must be proficient with Microsoft Suite of products including, Word, Excel, Power Point, and Photo Editing software
* Must possess in-depth knowledge of Executive Order 12333, and DoD Instructions 5240.2 and 5240.05
* Must have an understanding and hands-on skill and experience with, information security practices required to establish and maintain system integrity for safeguarding classified information in a secure environment
* Ability to communicate effectively with Intelligence Community (IC) individuals and management