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# Example of Technical Lead-Technical Writer Job Description

Our company is looking for a technical lead-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 technical lead-technical writer

* Facilitate internal and external communication, and promote Center achievements and milestones
* Composing instructional documents on automated production
* Moving step-by-step through automation topics with engineers, taking notes and photographs for new documentation along the way
* Compose documents, adhering to consistent style and formatting defined by detailed templates
* Graphically communicating concepts such as motion, action and direction
* Lead and support all content development activities for Technical and Technical Management Response Volumes for multi-million-dollar Government Wide Acquisitions (GWACS)
* Researches, writes, and edits APDs that captures State and CMS requirements
* Facilitates meetings with internal groups to obtain the requirements needed for the APDs
* Works alongside the Business Analyst/SMEs and technical staff to understand the goals/objectives of the project to assist in creating deliverables and supporting project documentation for inclusion in APDs
* Interviews subject-matter experts to understand the processes, technologies, business needs, and other contextual details of a subject-matter domain and to elicit the appropriate technical information to compose high-quality technical write-ups

## Qualifications for technical lead-technical writer

* All activities are deadline driven
* 9 years of technical writing experience (of which at least 2-3 years must be in a Product-based software organization) with API writing experience
* Familiarity with requirements management systems such as Doors and Jama is highly desirable
* Experience with standards such as ISO 26262 (FUSA) is highly desirable
* Ability to organize documentation, learn complex concepts, and explain concepts and instructions clearly and concisely
* Knowledge of technical writing markup languages, including HTML, DITA XML, and/or YAML/RAML