



Example of Technical Writer / Editor Job Description

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Our innovative and growing company is looking for a technical writer / editor. 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 writer / editor

- Developing simplified theory of operation and block diagrams for electrical, electronic, and mechanical equipment
- Developing fault isolation and troubleshooting procedures for electrical, electronic, and mechanical equipment
- Developing procedures and supporting illustrations supporting the inspection, test, removal, installation and repair of assemblies
- Working with technical illustrator personnel in support of publication effort
- Working with desktop publishing personnel in support of publication effort
- Interfacing with customer engineering personnel to work out solutions to problems
- Review DITA topics to ensure DITA coding standards are followed, guidelines for topic-based writing are followed, and CCMS guidelines
- Edits and proofreads rough drafts received from R&D scientists for grammar, accuracy, clarity, consistency, style, organization, and conformance to established corporate, government, and American Chemical Society style guide formats
- May participate in recommending new and/or modifications to documentation/communication policies and procedures
- Creates, develops, plans, writes and edits moderately complex technical documents for publication

Qualifications for technical writer / editor

- Creates code documentation for software
- Collaborate productively with all subject matter experts within a team environment to develop appropriate content
- Foster a positive working environment and build solid work relationships with other teams and groups
- Become knowledgeable on the HIPAA, PHI/PII policies and procedures for the program
- BS/BA degree and 6 years of technical writing experience in a call center or system support environment