



Example of Technical Writer / Editor Job Description

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Our company is growing rapidly and is looking to fill the role of technical writer / editor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for technical writer / editor

- Understand C4ISR system foundational concepts
- Create technical and procedural documentation such as Standard Operating Procedures (SOPs)
- Transform technical language into coherent and organized documentation for distribution
- Discuss with technical Subject Matter Experts (SMEs) to produce the requisite documentation
- Teach non-technical writers on methods and best practices of technical writing to improve efficiency and draft product creation
- Interface with DOD authorities to coordinate security white lists
- Track quality metrics of all deliverables using Authorized Technical Review process
- Manage development of deliverables to support Product Safety, Engineering, ILS managers, and commercial operator support
- Building and updating courses in Blackboard (UC's learning management system)
- Providing quality assurance reviews of Blackboard courses and interactive media presentations

Qualifications for technical writer / editor

- Have demonstrated experience and capability with interfacing with the Air Force Customer at very high levels interface with multiple DoD Agencies

- Knowledge of Standard American usage of English
- Experience with principles, professional standards, and methods for communicating scientific information accurately and effectively in print and/or digital formats
- Skilled in information gathering, editing techniques, and communication planning and development
- Experience editing for accuracy, clarity, conciseness, consistency, fluency, and appropriateness to audience level