

# Technical Writer

<b>Department:</b>	<b>Engineering</b>
<b>Reports To:</b>	<b>Lead Software Engineer</b>
<b>Pay Grade:</b>	
<b>Supervises:</b>	<b>None</b>
<b>FLSA Classification:</b>	
<b>Approved By:</b>	
<b>Revision Date:</b>	

## JOB PURPOSE or JOB SUMMARY:

*This position writes a variety of technical articles, user manuals, help guide, and other documentation as needed. This position also will assist with verification of software tools as directed by the software test engineer and supporting customer questions.*

## ESSENTIAL DUTIES and RESPONSIBILITIES:

	<i>% of Total Time</i>
• Writing and editing documentation, white papers, case studies, videos, etc.	50
• Verification\Validation of software	35
• Supporting Customers	10
• Misc.	5

*An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

## COMPETENCIES:

### *Required*

- *Knowledge of standard writing concepts, practices and procedures*
- *Ability to learn, use, and document custom computer software*
- *Ability to select and create visualizations to enhance the text*
- *Ability to accept multiple tasks, work on them in a prioritized manner, and complete them in a timely fashion*
- *Ability to effectively manage their own time*
- *Communicate and work well with other engineers, business development, and external customers*

### *Preferred*

- *Experience writing user manuals for software tools*
- *Experience with creating and editing video trainings*
- *Experience with customer service*
- *Experience executing predefined software verification/validation tests*

## MINIMUM QUALIFICATIONS:

**Education** *BS in Technical Writing or similar*

**Experience and/or Training** *None*

**Licenses/Certificates** *None*

**Technology/Equipment** *None*

## PHYSICAL AND MENTAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee is occasionally required to stand, and/or walk. The employee must occasionally lift and/or move up to 10 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

## WORKING ENVIRONMENT:

Work is performed in an office environment. The noise level in the work environment is usually moderate. Infrequent travel to a customer's location may be required. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.