



Technical Writer I

Salary Group: B18

Class Code: 1870

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TECHNICAL WRITER I	1870	B18	\$39,521 - \$64,449
TECHNICAL WRITER II	1871	B20	\$45,158 - \$73,788
TECHNICAL WRITER III	1872	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs complex (journey-level) technical writing work. Work involves composing, organizing, and editing compiled information. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Composes, reviews, and edits technical documents, materials, and reports.

Researches, develops, and disseminates information on techniques for organizing and presenting information.

Arranges for the duplication and distribution of documents, publications, and reports.

Consults with staff in the development of materials.

Prepares responses to correspondence, reports, surveys, questionnaires, and other requests for information.

Reviews, analyzes, and summarizes documents.

Maintains records and files of work and revisions.

May assist in preparing and refining material for speeches and other public presentations, and in developing graphics and layouts.

May assist in planning and scheduling documentation delivery.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in technical writing work. Graduation from an accredited four-year college or university with major coursework in business administration, English, education, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; of research methodology; and of departmental policies, procedures, and regulations.

Skill in writing technical and business documents, and in the use of a computer and applicable software.

Ability to conduct research; to compose, review, illustrate, and edit technical documents, materials, and reports; to communicate effectively; and to provide guidance to others.