

Job Description – Technical Writer

- Initial Location Transfer Department Change Interim
 Promotion (use for increase in grade level) Position Transfer (lateral or decrease)
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POSITION SUMMARY

Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials.

EXAMPLE RESPONSIBILITIES, DUTIES, AND PERFORMANCE EXPECTATIONS:

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Conduct research on issues related to civil rights as well as reduce such to writing.
- Provide the appropriate sources and citation for research.
- Proof read documents before delivery for errors in spelling, punctuation, abbreviations, reference, and syntax.
- Organize documents topically, correct faulty paragraphing, and recommend better style selection (e.g., use of passive/active voice, first/third person).
- Ensure documents provide effective presentation of data, footnotes, and bibliographies as well as the effective use of headings and typefaces.
- Verify facts, data, statistics, and legal citations, using standard Federal Register, Government Printing Office, DOCR's Correspondence Manual, Executive Secretariat standards, other reference sources.
- Ensure documents that include comment summaries are responsive to comments received.
- Translate civil rights policies, guidelines, standards, procedures and services into clear, concise documents appropriate for various target audiences.
- Revise or rewrite sections of the documents.
- Create materials to be used with internal and external customers, such as Microsoft applications: PowerPoint, Word, Excel, Project, and Access.
- Email and provide/prepare analyses and meeting materials to facilitate policy comprehension.
- Ensure correspondence, reports or other communications emanating from the Office of the Departmental Office of Civil Rights is of high quality, specifically relating to content, format, date integrity, grammar, spelling, and punctuation.
- Compose reports, briefings, vetting, broadcast messages and standard operation procedure.

SAMPLE OF PHYSICAL EXPECTATIONS:

- Frequent sitting, intermittent standing, walking, bending, stooping, lifting (25 lbs maximum); gross and fine manual dexterity may be needed;
- Employees are regularly required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms;
- Accurate and keen visual observation of surroundings is required;
- Keen sense of smell needed to detect odors for such things as marijuana and alcohol;
- Accurate hearing is needed to understand, and interpret participant and employee behaviors;
- Efficient communication skills, both verbal and written, are needed to communicate with others, complete reports and to deescalate emergent situations;
- Employees may be required to protect themselves and others in a crisis and/or hostile situation.

WORK ENVIRONMENTS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Most office areas are well-illuminated;
- The employee must work both alone and closely with others and may be subject to verbal and/or physical confrontation and/or emotionally sensitive subjects and information initiated by participants while performing the duties of the job;
- The noise level in the work place is usually moderate;
- Use of standard office equipment such as computer, keyboard, telephone, fax machine and copier are required.

Signature below acknowledges receipt and understanding of job requirements and expectations; as well, employee signature acknowledges that the employee accepts the above and understands that the Company reserves the right to change, add and/or delete requirements in reference to such at any time:

Employee Print Name

Employee Signature

New Job Title

Date

HPC Staff Witness – Print Name

Signature

Job Title

Date

