Technical Writer III

Salary Group: B22

Class Code: 1872

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
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 highly advanced (senior-level) technical writing work. Work involves coordinating the composition, organization, and editing of compiled information. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the composition, review, and editing of technical documents, materials, and reports.

Develops, prepares, and disseminates policies and procedures for written documents.

Consults with staff in the development of formats, graphics, and the layout of publications.

Researches and evaluates new documentation tools and methods.

Reviews edited materials and recommends revisions or changes in scope, format, and content.

Plans and schedules documentation delivery.

Coordinates with staff to obtain recommendations in the development of policies and procedures.

Prepares and refines material for speeches and public presentations.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in technical writing, journalism, or communications 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 supervise the work of others.