



# Technical Writer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TECHNICAL WRITER I	1870	B19	\$45,244 - \$72,408
TECHNICAL WRITER II	1871	B21	\$51,278 - \$82,901
TECHNICAL WRITER III	1872	B23	\$58,184 - \$94,913

## GENERAL DESCRIPTION

Performs technical writing work, composing, organizing, and editing compiled information.

## 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.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels.*

**Note:** *Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

**TECHNICAL WRITER I:** Performs complex (journey-level) technical writing work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist others in performing work of greater complexity.

**Note:** Any senior-level employee (levels II-III) can serve as a team lead or supervisor. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.

**TECHNICAL WRITER II:** Performs advanced (senior-level) technical writing work coordinating the composition, organization, and editing of compiled information. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Employees at this level may:

- Coordinate the composition, review, and editing of technical documents, materials, and reports.
- Coordinate with staff to obtain recommendations in the development of policies and procedures.
- Develop, prepare, and disseminate policies and procedures for written documents.
- Consult with staff in the development of formats, graphics, and layout of publications.
- Research and evaluate new documentation tools and methods.
- Review edited materials and recommend revisions or changes in scope, format, and content.
- Plan and schedule documentation delivery.

**TECHNICAL WRITER III:** Performs highly advanced (senior-level) technical writing work coordinating the composition, organization, and editing of compiled information. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex technical writing work and may prepare and refine material for speeches and public presentations.

## 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

#### For all levels

- Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; research methodology; and 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; and to communicate effectively.

**Additional for Technical Writer II - III levels**

- Ability to oversee and/or supervise the work of others.