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<h1>Human Resources</h1> <h2>Technical Writer</h2> <h2>Job Description</h2>		
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Full-time Exempt Position

Technical Writer

Job Description

Summary

The Technical Writer will create and revise technical documents such as user manuals, technical manuals, reports, brochures, or articles. Experience with Military technical documentation preferred.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision Received

This position reports directly to the VP of Engineering and Manufacturing of TSS Solutions.

Competency or position requirements

- Experience with Military Documentation Mil Std 38784 technical manual requirements preferred.
- Experience with Arbortext Editor preferred.
- Experience with SGML/XML and PDF outputs preferred.
- Excellent verbal and written communication skills.
- Excellent writing and grammatical skills.
- Excellent organizational skills and attention to detail.
- Ability to present complex data in clear, concise text.
- Ability to meet deadlines and to work independently.
- Ability to edit and proofread work of colleagues.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of Radar systems and components.
- IPC-610 Acceptability of Electronic Assemblies.
- Requires knowledge of industry specific tests and testing equipment.
- A certain degree of creativity and latitude is required.

Instruction, Methods & Procedures, and Standards Utilized:

- TSS Operational and Policies and Procedures.
- Industry Best Practices as developed by or accepted by TSS Solutions.
- Arbortext Editor.
- Military Documentation Mil Std 38784 technical manual requirements.



- ISO 9001:2015.
- Quality
 - Document Control
 - Lessons Learned, Feedback Processes
 - Follow Quality Processes, Methods and Procedures
- General
 - Written Communications
 - Verbal Communications
 - Mechanical Skills

Education and Experience

- Bachelor's degree in English preferred.
- Three years of Technical Writing or related technical experience.

Physical Factors

This position is an indoor nonsmoking facility, with several individual offices, work benches and a warehouse.

Working Conditions

There is minimal travel required with this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



Document History

Note: See SharePoint document history if this page is blank.

Revision History

Revision Date:	Revision Number:	Description of Revision:	Author:
11/16/2020	00	Original Document	Tony Rycko

Approvals

This document requires following approvals:

Name:	Title:	Date:

Distribution

This document has been distributed to:

Name:	Title:	Date: