

Specification for Class of

TECHNICAL WRITER

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Performs professional writing services in the preparation of technical materials for publication including the review and research of background information and the development of this data into final written form.

Distinguishing Characteristics: The Technical Writer is distinguished from the Information Officer class primarily by the type of material written and the purpose for which it is written.

Information Officers write general information and promotional material. Examples are feature stories designed to inform the general public of a program or agency function, news releases publicizing agency activities, newsletters, radio and television spots and non-technical pamphlets and brochures. The Technical Writer writes to convey specific technical information to a limited audience.

The primary purpose of technical writing is the clear communication of complex technical information. Examples are scientific or technical articles or reports, instructional materials, policy manuals and employee handbooks. This does not include compiling catalogs, directories or lists.

The Technical Writer is distinguished from the Editorial Assistant working within a technical field, by the degree of accountability for the end product and the amount and complexity of changes from the original draft. The Editorial Assistant works within an established format and does little original technical research or writing.

Typical Work

Through reading, observation of tests and experiments and interviewing subject-matter specialists and administrative personnel, develops background material and edits, and directs publishing for assigned writing tasks;

Originates written copy for brochures, annual reports, speeches, magazine articles and other publications;

Writes a variety of material including but not limited to general policy manuals, specific procedural directives, and training, instructional, informational and technical publications;

As assigned, edits and rewrites technical papers and other materials prepared for publication or official presentation for format, style, language and/or conformity to official policies and procedures;

Develops the best methods of preparing and presenting these various materials;

Attends prepublication critiques, makes recommendations and incorporates acceptable suggestions into the final draft, determines type style, publication layout, coordinates publication progress between author, graphics and management, has primary responsibility for publication and is accountable for its accuracy;

Prepares official reports;

Supervises clerical assistants as necessary;

Performs other related work as required.

#### Knowledge and Abilities

Knowledge of: techniques of technical writing; editing, composition and lay-out of educational and technical publications; English grammar, punctuation, spelling and diction; graphic arts and printing methods, materials and terminology.

Ability to: determine information needs and select effective methods and techniques of presenting a variety of information; speak publicly, write clear and interesting reports, articles, stories and other educational and technical material; establish and maintain effective relations with staff personnel.

#### Minimum Qualifications

A Bachelor's degree and three years of experience working in or teaching journalism, technical writing or public relations.

OR

TECHNICAL WRITER

26270

A Bachelor's degree with major study in Technical Communications or related or equivalent field.

Additional qualifying experience will substitute, year for year, for education.

New class: 4-1-66

Revised definition and adds distinguishing characteristics:  
7-15-82

Revised minimum qualifications: 12-14-90

Class code change (formerly 2688): 7-1-91