

The University of Texas at San Antonio

Job Description

Job Title: Technical Writer/Editor II
Code: 18661
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Office of Information Technology
Reports To: Director of Customer Relations and Communications

Summary

- Function: To provide skills in preparing for publication, producing and maintaining technical materials.
- Scope: Responsible for writing and/or editing technical reports, manuals and other materials.

Duties

- Typical:
 1. Researches and writes/edits for publication books, documents and scripts of a technical nature.
 2. Determines formats, supporting graphics, photography and art work for technical publications. Prepares layouts, paste-ups and printings. May consult with technical content specialists for accuracy.
 3. Writes and/or edits press releases, news articles, online articles, e-mails messages, and organizational procedures and technical documents.
 4. Researches, creates and updates organizations' web sites, including writing and editing weekly electronic newsletters and other online publications.
 5. Perform other duties as assigned.
- Periodic:
 1. Updates or revises current inventory of publications and other training materials.

Education

Required	Preferred
Bachelor's Degree in English, Technical Writing or a related field.	Completion of graduate level courses in related field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Two years of experience in professional or technical writing/editing.	Experience in the field of specialization.

Equipment

Required	Possible
Personal computers and related office equipment.	NA

Working Conditions

Usual	Special
Normal office environment.	N/A

Supervision

Received	Given
General supervision of the details of the work performed.	May oversee clerical personnel.

Accuracy

High level of accuracy is required.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
