

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TECHNICAL WRITER I -
Executive Services

SALARY GROUP: B18

DEPARTMENT: Executive Services

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Karen Hall DATE: 8/10/2015

POSITION #: 032215

I. JOB SUMMARY

Performs complex technical writing work. Work involves composing, organizing, and editing compiled information. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Composes, reviews, and edits technical documents, manuals, bulletins, brochures, publications, training manuals, and special reports; assists in the development of formats, graphics, and the layout of publications; and assists in preparing and refining material for speeches and other public presentations.
- B. Organizes and coordinates the composition of documentation and technical materials and drafting of forms suitable for reproduction; reviews and prepares responses to correspondence, reports, surveys, questionnaires, and related information; and provides technical assistance to agency staff.
- C. Reviews and edits prepared material and illustrations; edits material for publication in journals and periodicals; and prepares, edits, proofs, and distributes proposed and finalized specifications to agencies and vendors.
- D. Maintains files, records, and automated data related to technical work.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, English, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning technical program support, technical or research writing, report writing, or policy and procedure writing experience.
3. Criminal justice experience preferred.

B. Knowledge and Skills

1. Knowledge of technical writing methods and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to review technical data and prepare technical reports.
10. Skill in technical writing and development of information publications.
11. Skill to plan work in order to meet established guidelines.

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12. Skill to research, compose, review, illustrate, and edit technical documents, materials, and reports.

13. Skill to conduct research and analyses.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, binding machine, telephone, and automobile.