Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.

Maintain records and files of work and revisions.

Edit, standardize, or make changes to material prepared by other writers or establishment personnel.

Select photographs, drawings, sketches, diagrams, and charts to illustrate material.

Assist in laying out material for publication.

Study drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.

Arrange for typing, duplication, and distribution of material.

Observe production, developmental, and experimental activities to determine operating procedure and detail.

Review manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.

Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.

Confer with customer representatives, vendors, plant executives, or publisher to establish technical specifications and to determine subject material to be developed for publication.

Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.

Develop or maintain online help documentation.

Analyze developments in specific field to determine need for revisions in previously published materials and development of new material.

Draw sketches to illustrate specified materials or assembly sequence.

Technology Skills

Content workflow software — Atlassian JIRA

Data base reporting software — Microsoft SQL Server Reporting Services; Oracle Business Intelligence Discoverer; SAP Crystal Reports

Data base user interface and query software — Author-it; FileMaker Pro; Microsoft Access; Structured query language SQL

Data mining software — IBM Cognos Business Intelligence

Desktop publishing software — Adobe Systems Adobe InDesign; MadCap Software MadCap Flare; Microsoft Publisher; PTC Arbortext

Development environment software — Darwin information typing architecture DITA; IBM Rational ClearQuest; Microsoft Visual Basic; Standardized general markup language SGML

Document management software — Adobe Systems Adobe Acrobat

Electronic mail software — IBM Notes; Microsoft Outlook

Enterprise application integration software — Extensible markup language XML

File versioning software — Git

Graphics or photo imaging software — Adobe Systems Adobe Flash; Adobe Systems Adobe Photoshop; Corel CorelDraw Graphics Suite; Microsoft Visio

Internet browser software — Web browser software

Office suite software — Microsoft Office

Presentation software — Microsoft PowerPoint

Project management software — Microsoft Project; Microsoft SharePoint

Spreadsheet software — Microsoft Excel

Web page creation and editing software — Adobe Systems Adobe Dreamweaver; Adobe Systems Adobe Flash Player; JustSystems XMetaL; Quadralay WebWorks ePublisher

Web platform development software — Cascading Style Sheets CSS; Hypertext markup language HTML; JavaScript; Microsoft ASP.NET

Word processing software — Microsoft Word

Analytical or scientific software — SAS

Computer aided design CAD software— Autodesk AutoCAD; Dassault Systemes CATIA; Dassault Systemes SOLIDWORKS; PTC Creo Parametric

Computer based training software — Adobe Systems Adobe Captivate

Configuration management software — IBM Rational ClearCase; Perforce Helix software

Enterprise resource planning ERP software— SAP Business Objects

Financial analysis software — Oracle E-Business Suite Financials

Graphical user interface development software — Adobe Systems Adobe RoboHelp

Medical software — Epic Systems

Object or component oriented development software — Objective C; Oracle Java

Video creation and editing software — Apple Final Cut Pro