

Technical Writer – Level II, Secret Clearance Required

Seeking to hire a Technical Writer, Level II who has subject-matter knowledge with FinCEN and has the judgment to complete complex assignments that may consist of numerous steps varying in nature and sequence.

Roles and Responsibilities:

- Meeting with management and staff, and performing additional research and information gathering, to establish business requirements and specifications
- Revise or write standardized material for reports, operating procedures, process flows, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures
- Receive technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment
- Integrate and delineate technology through access to blueprints, sketches, drawings, parts lists, specifications, mockups, product samples, operating procedures, and production sequence and detail
- Organize material and complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology, and maintain records and files of work and revisions
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication and arrange for typing, duplication and distribution of material
- Assist in writing speeches, articles, and public or employee relations releases, and material regarding work methods and procedures
- Drafting for review, editing, and finalizing user documentation for a variety of material, including standard operating procedures, reports, checklists, manuals, and templates.
- Ensuring documentation is easy to understand for its intended audience.
- Writing clear and concise drafts to submit for feedback.
- Ensuring drafts and final versions are free of typographical, grammatical, and other errors, and are completed to meet established milestone due dates.
- Managing updates (version control) as necessary.
- Preparing charts, graphs, or forms to go along with user documentation.
- Addressing management concerns in accordance with FinCEN policies.

- Following a document development lifecycle.
- Assisting in coordinating between FinCEN divisions and operating units in resolving and gathering requirements which may cross divisional lines.
- Assisting in scheduling and coordinating meetings, interviews, events and other similar activities, as needed, in support of the documentation process. Examples: requirements gathering, edit and review sessions, etc.
- Performing and tracking day-to-day user documentation matters.
- Submit a weekly status report containing work accomplishments, issues and resolutions, planned activities for the following week and issues/risks that may impact the quality of work or planned milestones.

Minimum Requirements:

- Requires Bachelor of Arts Degree or equivalent work experience related to office or administrative support skills
- Excellent customer service, teamwork, and collaboration skills.
- Excellent organizational and time management skills.
- Advanced Microsoft Office skills to include word processing, spreadsheets, databases, graphics, web page development and 3 years of experience in an office environment working in an administrative support role.
- Knowledge of computer and office applications.
- Writing and proofreading skills.
- Research skills.

Location: Washington, DC

Work Schedule: The Technical Writer - Level II shall be onsite Monday through Friday, between the hours of 8:00 AM to 5:00 PM Eastern Standard Time, except for federal holidays for a minimum of 8 hours workday. The lunch period is a non-pay status.