

# Technical Engineering Writer

Department: Technical Publications  
Reports to: Manager of Technical Publications

## QUALIFICATIONS:

- Must be a U.S. Citizen
- Eligible to obtain a U.S. Secret Security Clearance a plus
- Fluent in English
- Majority of time spent in Danbury, CT office
- Travel to Columbia, MD office as necessary

## JOB KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:

- Minimum seven (7) years of experience developing technical documentation and software user manuals
- Experience writing accreditation or regulatory-adherence documents a major plus
- Excellent writing, editing, and proofing skills
- Excellent verbal, listening, and written communication skills
- Excellent organizational skills
- Ability to formulate questions and interview Subject Matter Experts
- Ability to gather information, organize, and report to team members and management
- Keen attention to detail
- Ability to work collaboratively as well as independently on multiple tasks
- Proficient with Microsoft Word, Microsoft Excel, Adobe Acrobat, and drawing and graphic tools (e.g. Microsoft PowerPoint, Paint, Visio)
- Experience with Adobe FrameMaker a major plus
- Experience with Confluence and Jira a plus
- Knowledge of relevant software/systems and scripting language for Unix, Linux, Microsoft Windows a plus

## Job Summary

The Technical Engineering Writer is responsible for writing and editing technical documentation for Owl Cyber Defense products, while working closely with Product Development Engineers, Test Engineers, Product Managers, and Project Managers. The Technical Engineering Writer develops and updates product documentation that is well written and presented and that communicates proficiently to the end user. When creating, updating, and enhancing documentation, the Technical Engineering Writer adheres to established format, content, and style guidelines, giving consideration to usability, and ensuring accuracy, consistency, and quality.

## Essential Duties and Responsibilities:

- Develops user documentation including installation guides, user guides, administration manuals, release notes, technical notes.
- Maintains existing documentation as required.
- Works effectively in a team environment, coordinating with Manager of Technical Publications, Technical Engineering Writers, and Product Core Team members; including Product Manager, Project Manager, Development Engineers, and Test Engineers.
- Ensures documents adhere to department and company standards.
- Proofreads documents written by peers prior to final release.

