

JOB DESCRIPTION

Company: TUVA

Title: Technical Writer / Editor

Location: North Chicago, IL

Emp Status: Full-time

Reports To: Program Manager

FLSA Status: Exempt

JOB DESCRIPTION:

The individual will be responsible for the creation, modification and maintenance of all technical documentation for HQ USMEPCOM. The individual must be familiar with the development of technical documentation libraries and be able to clearly document all processes for continuity creation.

BASIC QUALIFICATIONS:

- **Experience:** 5+ years of IT experience in technical writing, editing and documentation creation
- DoD 8570.01-M IAT Level II (Security+) certification and associated CE certificate
- Able to obtain and maintain DoD Security Clearance - Secret

DESIRED QUALIFICATIONS:

- Prior DoD or Army working environment experience a plus
- 5+ years of experience technical writing and editing for technical documentation support
- 5+ years of experience technical documentation writing and editing for briefings and training
- 5+ years of experience technical writing and editing for communication delivery
- 5+ years of experience technical writing and editing for user and operations documentation
- Knowledge of IA controls
- Experience with Army IT Systems

Work Environment and Physical Demands: Normal office environment.

AN EQUAL OPPORTUNITY EMPLOYER

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