STATE OF CALIFORNIA *Class Code: 3277*
Judicial Branch May 1, 1996
Judicial Council of California

TECHNICAL WRITER

DEFINITION

Under direction, performs technical writing duties in support of information systems; performs related work as assigned.

CLASS CHARACTERISTICS

This is a journey-level class, and incumbents are fully competent to independently perform the full range of technical writing duties. Incumbents are responsible for setting technical writing standards and designing, writing, and maintaining technical documentation.

EXAMPLES OF DUTIES *(illustrative only)*

- Compiles information and drafts and edits feasibility studies, requests for proposals, evaluations, and other standard reports.
- Compiles information and drafts and edits brochures explaining services or programs supported by Information Systems staff.
- Compiles information and drafts, edits, and maintains technical documentation and user manuals.
- Reviews screens developed for customized software for clarity and consistency in grammar, style, usage, and presentation.
- Trains users in word-processing software and in applications that the incumbent has documented.
- Keeps up with current technologies (e.g., reading publications and attending seminars) and applicable updates to hardware and software used in the judicial branch.

WORKING CONDITIONS

- Work occasional evenings and weekend hours.

QUALIFICATIONS

Knowledge of:

- Principles of effective communication and language mechanics in English.
- Principles and techniques for documenting technical information and preparing technical training materials.
- Software used for word processing, technical documentation, and on-line presentation.
- Principles and techniques of preparing effective oral presentations.

Ability to:

- Develop written and on-line materials on technical subject matter for use by both technical and nontechnical audiences.
- Work effectively as a member of a team.
- Organize own work, set priorities, and meet critical deadlines.
- Maintain and apply current technical knowledge.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in English, and three years of technical writing experience.