

**Technical Writer****Number of positions:** 1**Customer:** Department of Homeland Security**Location:** DC Metro Area**Clearance:** DHS Public Trust or a DOD Secret**Position Description**

This position supports IT systems development efforts at a Dept of Homeland Security contractor facility in Washington DC. As member of the contractor's technical writing team, the primary duty is collecting, organizing and publishing documents and artifacts required in a typical systems development lifecycle environment. Typical deliverables include: Requirements Traceability Matrices; Functional and System Design Documents; Version Description Documents; Test Plans, Scripts and Reports; Configuration Management documents; System Change Requests; and User Manuals. Other reports and deliverables may include Weekly Status Reports; Monthly Progress Reports; Project, Quality Assurance and Risk Management Plans; and ad-hoc technical reports. Responsible for providing writing, editorial and proofreading support. Works on problems of diverse scope and may include research and analysis. Receives general instruction on routine and new assignments. Frequently interacts with project management, system developers and functional peer groups. May participate in a limited number of contract proposals.

Required Skills

- Must be highly proficient with Microsoft Office tools (i.e. Word, Excel, and PowerPoint) and Visio.
- Must have technical background in creating/maintaining Systems Development Lifecycle (SDLC) documentation, and Project Management documentation.
- Must possess excellent written and verbal communication skills, have ability to work individually and in team environments, and be eligible to work with sensitive data and material.

Desired Skills

- Experience working in the Dept of Homeland Security or Immigration Customs and Enforcement

Minimum Education/Experience

Bachelor's degree and 3+ years IT-related technical writing/editing experience or 7 years of additional technical writing experience may substitute in lieu of the Bachelor's degree.