

# SNOHOMISH COUNTY JOB DESCRIPTION

## TECHNICAL WRITER

Spec No. 6179

### BASIC FUNCTION

To develop and maintain user, systems and programming and office documentation for a variety of computer systems and maintenance of the data dictionary.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates development of detailed system documentation for use by data processing staff.
2. Works with Project Administrator, Project Leads, Programmer/Analysts to identify and describe the functions of new, existing computer programs, and systems.
3. Develops user manuals for complex computer systems analyzes computer programs and writes manuals that enable non technical users to operate the systems; develops user manuals for internal departmental use.
4. Interviews and consults with client coordinators to incorporate existing office procedures into user procedures manuals; ensures that the manuals do not conflict with existing office practices of policies.
5. Participates in developing standard formats for technical and procedural documentation; reviews and revises existing standards and develops additional standards with Dept. of Information supervisors.
6. Monitors documentation standards on an ongoing basis; suggests changes or improvements to manager as advisable.
7. Performs data dictionary maintenance activities as prescribed by the Project Administration Supervisor.

### STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as required

### MINIMUM QUALIFICATIONS

A Bachelor's degree in English, technical writing or related field; PLUS, one (1) year of experience in governmental data processing; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Work related experience may be substituted for the required education or training on a year for year basis. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

# SNOHOMISH COUNTY JOB DESCRIPTION

## TECHNICAL WRITER

Spec No. 6179

### KNOWLEDGE AND ABILITIES

Knowledge of:

- rules of English grammar, spelling, punctuation and word usage;
- mainframe and microcomputer capabilities;
- data processing concepts;
- current standard products and operating environment.

Ability to:

- analyze computer systems and document their functions;
- prepare clear, concise documentation and maintain complete written records;
- plan and think logically and be able to prioritize work;
- establish and maintain effective working relationships with other county employees, representatives of other agencies and with the general public;
- communicate effectively both orally and in writing.
- operate computer terminals and keyboards.

### SUPERVISION

Employee reports to an administrative superior as assigned.

### WORKING CONDITIONS

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1986

Previous Spec No. 730775

Revised: December 1989

EEO Category: 2 – Professionals

Pay Grade: 711 – Information Services Pay Plan

Workers Comp: 5306 Non-Hazardous