



**Job Title:** Technical Writer

**Duration of Assignment:** 7 months

**Location:** Poway, CA

**Department:** Product Engineering

**Reports to:** Systems Engineering Manager

**Required Education:** Bachelor's degree in Journalism, English, Communications or related field

**Required Experience:**

- Previous experience in writing scientific and technical papers in plain language
- Familiar with desktop publishing practice and tools
- Familiar with the use of Visio, PowerPoint, Word, and Adobe Acrobat

**Required Attributes:**

- Good verbal and written communication skills
- Must be able to understand complex information and communicate the information to people with diverse professional backgrounds
- Must be able to take complex, technical information and translate it for colleagues and consumers who have nontechnical backgrounds
- Must be detailed and precise at every step so instructions can be easy for others to follow
- Must be able to think about a procedure or product in the way that a person without technical experience would think about it
- Apply knowledge of the user of the product
- Must be able to work well with others
- Must be able to work independently
- Must be able to quickly come up to speed and work under tight deadlines
- Leadership skills
- Effective communication skills
- Teamwork attitude
- Problem-solving skills
- Ability to multitask and prioritize

**Job Responsibilities:**

- Determine the needs of end users of technical documentation
- Study product samples and talk with product designers and developers
- Work with technical staff to make products easier to use and thus need fewer instructions
- Manage the flow of information among project workgroups during development and testing

- Organize and write supporting documents for products
- Create detailed instructions
- Improve the design of a product in the prototype stage
- Use photographs, drawings, diagrams
- Select appropriate medium for message or audience, such as manuals or online videos
- Standardize content across platforms and media
- Gather usability feedback from customers, designers, and manufacturers
- Revise documents as new issues arise
- All other duties assigned
- Company requires that employees comply with the code of conduct and ethics policy

**Physical Requirements:** Must be able to operate a computer, phone, fax, copy machine, and other related office equipment. A variety of standing and walking throughout the day; may be required to lift of up to 20 pounds.

**Compensation:** Competitive salary plus benefits (Health, Dental and Vision care plans; HSA/FSA; Short and Long term disability; Life insurance; 401k; Vehicle and tuition assistance program.

**Background:** The selected candidate will be required to pass a criminal history background check as well as a drug screening.

**How to Apply:** On the website career page click “Send us your resume”

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