



JOB DESCRIPTION

POSITION
DEPARTMENT
REPORT TO

Technical Writer
Data
Data Manager

GENERAL SUMMARY

Provides writing and/or technical editing of materials and manuals for Integrated Security Solutions, Inc.

ESSENTIAL DUTIES AND FUNCTIONS

Writes and/or edits technical materials such as reports of research findings, scientific or technical articles, regulations in technical areas, technical manuals, specifications or scripts on technical subjects.

Provides written and oral reports, abstracts, summaries, charts, graphs, or other products including born-digital products.

Develops information and analysis to select and present information on the specialized subject in a format and at a level suitable for the intended audience.

Analyzes and review the preparation and organization of complex research projects.

Prepares written documents, including reports, articles, formal proposals, memoranda, and formal correspondence.

Edits portions of studies and reports and assists in or directs the development and presentation of the information.

Analyzes changes to various projects and prepares reports of changes for review.

Organizes and coordinates assignments that involve complex, novel or obscure problems and/or special requirements for analyzing and organizing information.

Creates technically accurate and comprehensive documentation and website support.

Performs other related duties as assigned.

This position may require occasional travel.



QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential **duty satisfactorily. Must be confident utilizing Microsoft Office (including Excel, Word Paint, Power Point, Publisher, Outlook, Adobe Acrobat Pro. P.C.** and electronic communication equipment such as facsimile, scanner, digital camera, multi-line phone and printer. This position requires periodic drug testing, a valid driver's license, Background Check and ability to obtain a U.S. Government Security Clearance

EDUCATION AND/OR EXPERIENCE

Technical Communication, Professional Writing, or working towards a degree in a related field. Degree in English preferred. Experience in government proposal writing a plus.

SUPERVISION

Position reports directly to the Data Manager and is under his/her general direction

LANGUAGE SKILLS

Communicates effectively in both oral and written communication. Builds a partnership with customers by regularly demonstrating a high level of expertise and professionalism. Works as part of a team by contributing to Company goals, offering input and pursuing new ideas.

REASONING ABILITY

Ability to define problems. Excellent organizational skills, including time management and follow-up. Ability to handle several tasks and juggle multiple priorities. Flexible and possess ability to change focus at a moment's notice. Take ownership and accountability of assigned tasks Ability to produce results given tight deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those met by an individual to successfully perform the essential functions of this job.

WORK ENVIRONMENT

While performing the duties of this position, the employee regularly works in an office environment. There is low to moderate noise in the work environment.