

# **Strategic Systems Technology, Inc.**

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## **Staffing Requirement**

**Labor Category:** Technical Writer, Level III  
**Position Number:** SSTI-NS-002-003  
**Number of Positions:** 3  
**Desired Start:** ASAP  
**Program/Project:** NS-002  
**Location:** Annapolis Junction, MD  
**Manager:** Stockley

### **Task Description/Responsibilities:**

The **Technical Writer** is responsible for:

- Providing expert oversight of technical writing and editing to all phases of Program/Project acquisition and technical documentation.
- Reviewing work products of others for compliance with Data Standard (DS)-89
- Assisting in preparing and maintaining operations documentation, user guides, technical manuals, technical publications, and briefing materials in Electronic and Hard-Copy Formats using word processing and presentation tools such as MS Word, PowerPoint, Excel, MS Project and Visio.
- Gathering technical information and preparing written text.
- Working with developers to produce quality documentation and training materials
- Working on all phases of documentation development.
- Updating and maintaining the Program/Project documentation library.

### **Minimum Qualification Requirements: US Citizenship Required**

#### **Education:**

- A Bachelor's degree in a technical or business discipline from an accredited college or university is required

#### **Experience:**

- Eight (8) years of experience is required for this position
- Four (4) years of additional CM experience may be substituted for a bachelor's degree
- A Master's degree may be substituted for two (2) years of experience

#### **Security Clearance:**

- Current TS/SCI required (CI or Full-Scope/Life Style Poly highly desired)

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***An Equal Opportunity Employer, M/F/D/V***

Send detailed resume and salary requirements to: [humanresources@strategic-systems-technology.com](mailto:humanresources@strategic-systems-technology.com) with cc: to [Stockley\\_Robert@strategic-systems-technology.com](mailto:Stockley_Robert@strategic-systems-technology.com)

Resume Format and Employment Application can be found at: [www.strategic-systems-technology.com](http://www.strategic-systems-technology.com)