



Employment Opportunities

Job title: NJDHS-CO Technical Writer

Reference #: NJ2130

Job Location: Trenton, NJ

Contract Position (Y/N): Y

Posted Date: 03/23/10

Job description:

Develop user and technical documentation and project process documentation for application teams and end-users. Understands user's view of applications and/or technology & puts procedures in a logical sequence for various audience types.

Citizenship Required (Y/N): Y

Skill Set: Candidates must have done at least 6 months of programming in the last 5 years.

Years of relevant experience: 3 to 5 years.

Role Description:

- Excellent English speaking and written skills.
- Excellent communication skills, written and oral.
- Excellent editorial skills.
- Extensive background in documenting software and hardware

applications.

- Ability to develop procedural and technical documentation for a range of target audiences.
- Experienced in reading and translating Business Requirements documents into End-User Manuals.
- Clear understanding of object-oriented development concepts and relational database concepts.
- Ability to process complex technical work flow diagrams and translate them into clear, easy to understand language. Experienced in writing Operational Manuals for system maintenance.
- Knowledge of Software Development Life Cycle, use cases, and business process flows.
- Proficient in developing training manuals for different audience types.
- Experienced with writing user Online Help system.
- Experienced in writing test plans, test cases, and system acceptance criteria.
- Experienced in creating computer-based or web-based training.
- Experienced in writing detailed report specifications and layouts.
- Experienced with writing "quick system reference guides".
- Develop; revise documentation and templates needed by the Development and Application Teams.
- Communicate and work effectively with DHS Office of Finance and DHS OIS staff to ensure that documentation requirements meet business needs.
- Develop and use standard documentation techniques for all systems and processes to be documented.
- Ensure messages and terminology is consistent across all written materials.
- Research and complete documentation work requests in a timely fashion.
- Determine accurate time estimates for work load and adhere to schedule of deliverables.
- Identify and track issues. Resolve issues in a timely manner.

Required / Desired Skills

Skill	Required / Desired	Amount of Experience
Microsoft Office 2003	Required	5 Years
Adobe Acrobat 7.0 Professional	Required	5 Years

Quark Express 7	Nice to have	3 Years
BizTalk Version 2004	Highly desired	4 Years
Prior technical writing experience working on State of NJ project	Highly desired	
Experience as a programmer within the last 5 years	Required	6 Months

Length of contract: 0-3 Month(s)

If interested in this position, please click 'Back' on your browser and use the email link to contact our Human Resources Department with your resume. Be sure to include Job Title and Reference number in the subject line of your email.

Thank you.