

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

JOB VACANCY NOTICE

Opening Date: Immediately	Posting number: SML-371	Military Specialty Codes:
Number of Openings: 1	Duration of Job: Regular Full time	Army- 46S,46Z,46A
Classification: Exempt	Group/Class #: B18/1870 or B20/1871	Navy- MC, 165X
Closing Date: Until Filled	Salary*: B18 \$3293 min - \$5370 max	Marine- 4511,4591,4502
Location: Austin	B20 \$3763 min - \$6149 max	Airforce- 35PX
(Remote work possible)	*Commensurate with qualifications and experience	Coast Guard- PA,INF

Benefits Offered: Comprehensive healthcare options, State of Texas retirement plan, paid vacation/holidays, Employee Assistance Program, Training/Employee Development Program, and more.

Additional information on the SAO Military Crosswalk is available here:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

JOB TITLE: Technical Writer I-II

JOB DESCRIPTION: Performs advanced to highly advanced (senior-level) technical and business writing work. Work involves coordinating the composition, organization, and editing of compiled information. Collaborate with others while reviewing the work of staff. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to executive management.

EXAMPLES OF WORK PERFORMED:

- ◆ Performs or coordinates the composition, review, and editing of technical and business policies and procedures, related documents, materials, and reports.
- ◆ Reviews drafted and edited materials and recommends revisions or changes in scope, format, and content.
- ◆ Drafts and develops policies and procedures with staff's input and recommendations.
- ◆ Develops or assists with developing formats, graphics, and the layout of publications.
- ◆ Develops or assist with developing documentation templates, tools, and methods.
- ◆ Prepares and refines material for reports, presentations, and speeches.
- ◆ Plans, manages resources, and schedules documentation delivery to meet deadlines.
- ◆ Communicates and works directly with executive management regarding policies and procedures.
- ◆ May supervise and review the work of others.
- ◆ Performs other duties as assigned.

GENERAL REQUIREMENTS:

- ◆ Graduation from an accredited four-year college or university with major coursework in English, communications, journalism, or related discipline, required.
- ◆ Minimum 5 years of experience in writing and editing business and technical documents.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; of research methodology; and of departmental policies, procedures, and regulations.
- ◆ Skill in writing technical and business documents, and in the use of a computer and applicable software. Ability to conduct research; to compose, review, illustrate, and edit technical documents, materials, and reports; to communicate effectively; and to supervise the work of others
- ◆ Excellent command of spelling, grammar, and punctuation with strong attention to detail and consistency.

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- ◆ Knowledge of the principal methods, procedures, and techniques of gathering information and producing, reporting, and sharing information.
- ◆ Experience in interpreting policies, procedures, rules, regulations, or standards to others.
- ◆ Ability to manage projects.

NOTE:

- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

External final male applicants who are 18-25 years of age will be required to furnish proof of registration or exemption from registration with the Selective Service System as a condition of state employment.

All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded.

All offers of employment are also contingent upon satisfactory credit check.

HOW TO APPLY:

Submit a completely filled out state of Texas application using one of the methods below:

- ◆ Online at <http://www.workintexas.com>, or
- ◆ Email to jobs@sml.texas.gov, or
- ◆ Mail to 2601 N. Lamar Blvd., Ste. 201, Austin, TX 78705, or
- ◆ Fax to 512-475-1505.

Applications are available at <https://www.twc.texas.gov/files/jobseekers/texas-application-employment-twc.pdf>

Resumes and cover letters are optional. Resumes are not accepted in lieu of a completed application.

For directions or to request physical accommodations call Human Resources at 512-475-0614.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Department of Savings and Mortgage Lending is an equal opportunity employer.