

U.S. NUCLEAR WASTE TECHNICAL REVIEW BOARD

Technical Editor Vacancy

1 vacancy in the following location: Arlington, VA

Work Schedule is Full Time: Permanent

Application Period Closes: Friday, 12/23/2016

Salary Range: \$92,145.00 to \$119,794.00 / Per Year

Series & Grade: GS-1083-13/13

Supervisory Status: No

Who May Apply : United States Citizens and Nationals

OPM Control Number: 457293300

OPM Job Announcement Number: WA-1855038-TM

Job Summary

The Nuclear Waste Technical Review Board (Board) is an independent agency in the Executive Branch of the U.S. Federal Government that evaluates the scientific and technical validity of activities undertaken by the Department of Energy (DOE) in managing and disposing of spent nuclear fuel and high-level radioactive waste in accordance with the terms of the Nuclear Waste Policy Act of 1982, as amended. The technical writer-editor will be primarily responsible for contributing to Board materials such as reports, press releases, letters, web-based documents, and fact sheets and reviewing them for technical consistency, proper organization, emphasis, and other editorial aspects including grammar, style, format, clarity, and tone. The technical writer-editor will also complete the final review of Board documents before web and/or print publication and will manage the final production and publication of the Board's external communication materials. The ideal candidate will have experience synthesizing into one document the written input and perspectives of several authors with different scientific backgrounds and disciplines.

Employment by the Board represents an opportunity for a highly motivated person who works well as part of a team. Applicants should be able to immediately assume full responsibility of the position as the Board's technical writer-editor.

Duties

The duties of the Board's technical writer-editor include, but are not limited to: -

- Reviewing, contributing to and editing Board letters, reports, fact sheets, memoranda and other documents prepared by Board members and the members of the Board's staff. -
- Developing and implementing a Board style guide and document templates for Board reports, correspondence, fact sheets, and other publications. -
- Developing and implementing a document control system as well as policies and procedures for internal document production. -
- Developing and maintaining a standard glossary of technical terms for Board reports. -
- Acting as Board liaison with federal and commercial copy editors and printers. -
- Conducting in-house training on the techniques of technical writing and other topics relevant to efficiently producing Board documents. -
- Drafting the Board's meeting minutes, writing sections of Board reports, preparing outlines for Board presentations, and synthesizing technical documents written by Board members and members of the Board's staff. -
- Other duties as assigned, to include, but not limited to checking the Board's website on a regular basis (at least weekly) to assess the need for changes or updates. -

Travel Required

- Occasional travel to attend Board meetings may be required

Relocation Authorized

- No

Key Requirements

- Resume and/or Supporting Documents (see How to Apply)
- Males born after 12-31-1959 must be registered for Selective Service

Qualifications

- Demonstrated expertise in technical editing and writing, and coordinating the internal production of correspondence, - technical reports, fact sheets, and other written communications. -
- Demonstrated experience in coordinating external print and production processes. -
- Knowledge, skill, and ability to ensure correct and consistent use of technical and scientific terminology and to ensure that - written communications are understood by different audiences, including technical and scientific experts, members of - Congress, congressional staff, and members of the general public. -
- Demonstrated effective communication skills to convey constructive comments and criticisms to help facilitate the - collaboration of multiple authors working on a single document. -
- Strong time management and organizational skills and attention to detail. -

Preferred Qualifications

- Four years of specialized experience in technical editing and writing with increasing levels of responsibility. -
- Familiarity with nuclear waste terminology and U.S. statutes related to nuclear waste management and disposal, e.g., the - Nuclear Waste Policy Act and Nuclear Waste Policy Amendments Act. -

Requirements

- Non-career federal employees will undergo a one-year probationary period.

Security Clearance

Public Trust - Background Investigation

What To Expect Next

Please review the "HOW YOU WILL BE EVALUATED" section of this announcement.

Benefits

The Board offers a comprehensive benefits package that includes, in part: paid vacation, sick leave, 10 Federal holidays per year, life insurance, and medical benefits.

Other Information

The Nuclear Waste Technical Review Board is an equal employment opportunity employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.

How You Will Be Evaluated

The Board's selection panel will initially evaluate candidate applications based on the required qualifications of the position as listed above. The applicant's qualifications will be rated based on an evaluation of the applicant's cover letter detailing why the applicant desires the position and the value they'd add to the agency if hired; the applicant's resume; most recent performance appraisal (for current federal employees); and any supplemental statements addressing the qualifications. Applicants may also submit additional documents that might support their application, such as examples of previous work. Candidates may be requested to provide, prepare and/or edit additional documents during the selection process. A short list of final candidates will be interviewed by the Executive Director, the Director of Administration, members of the Board's senior professional staff and possibly one or more Board members. The final selection will be made based on the outcome of the interviews and a check of the candidate's references.

Applications, containing all of the required documents, may be sent by mail or email.

Applications by mail should be sent to:

Nuclear Waste Technical Review Board

ATTN: Ms. Debra L. Dickson

Director of Administration

2300 Clarendon Blvd., Suite 1300

Arlington, VA 22201

703-235-4473

Applications by e-mail should be sent to: resumes@nwtrb.gov.

Required Documents

-Cover letter and resume -

-Supplemental statements to address job qualifications (optional but recommended) -

-Most recent Performance Appraisal (for current federal employees) -

-At least three current references (indicate when the Board may contact them) -

Contact

Debra L. Dickson

Director of Administration

Phone: (703)235-4480

Email: dickson@nwtrb.gov

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