JOB VACANCIES
U.S. Department of Navy
Naval Surface Warfare Center
Indian Head Explosive Ordnance Disposal Technology Division
(NSWC IHEODTD)
Location: Indian Head, Maryland

Administrative/Technical Specialist (Technical Writer)
NT-1083-04 (GS-11/12 equivalency)
Salary Range (with Washington DC Locality Pay) is $61,926 – $106,012

SUMMARY
NSWC IHEODTD is seeking non-competitive eligible candidates to be considered for multiple positions as an Administrative/Technical Specialist (Technical Writer) located in the Product Development Support Branch of the Information Management Division (D1), Explosive Ordnance Disposal Department (D) at NWSC IHEODTD. Candidates may be eligible through veteran hiring authorities (such as Veterans Recruitment Authority (VRA), veterans with a 30 percent or more disability rating, etc.), Schedule A, or non-competitive government transfer).

RESPONSIBILITIES
As an Administrative/Technical Specialist, your duties may include (but are not limited to):

- Write and edit a variety of technical products for various EOD-related topics including technical topics of foreign and domestic ordnance and/or improvised explosive devices and products for usage by EOD personnel and foreign allies through foreign military sale.
- Perform technical library research and validate sources of information.
- Consult and collaborate with other technical writer/editors, visual information specialist, engineers, equipment specialists, ordnance analysts, subject matter experts, and management.

TRAVEL REQUIREMENTS
Domestic and foreign travel maybe required on an infrequent basis usually not exceeding one week in duration.

CONDITIONS OF EMPLOYMENT
- Must be a US citizen
- Males must be registered or exempt from Selective Service (www.sss.gov)
- Must be able to obtain an interim/final security clearance and maintain the required level of clearance while employed in their position
- Must be determined suitable for federal employment
- Must participate in the direct deposit pay program
- May be required to successfully complete a probationary/trial period
QUALIFICATIONS

In order to qualify for these vacancies, your resume must provide at least one year of professional experience, knowledge, skills and abilities at or equivalent to the NT-03 (GS-09/10) pay band in the Federal service or equivalent experience in the public or private sector. Your experience should reflect writing and producing technical manuals or technical documentation regarding the EOD mission. Your resume is the key means to evaluate your skills, knowledge, and abilities as they relate to this position therefore, we encourage you to be clear and specific when describing your experience.

HOW TO APPLY

In order to be considered, please submit a complete resume AND documentation providing evidence of your non-competitive eligibility (may include any of the following: DD214 indicating your separation from the service within the last 3 years and/or receipt of a war/campaign/expeditionary medal; Veteran’s Administration Compensable Disability Letter; or Schedule A Letter of Eligibility).

Interested applicants are encouraged to submit a resume and supporting documentation. Applications should be submitted through email to: NAVSEA.NSWC.IHEODTD.Code1012@navy.mil no later than 27 April 2018. Please include DHD2 in the Subject line.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Information regarding health insurance, dental and vision insurance, life insurance, long term care insurance, and flexible spending accounts, etc. can be found at: https://www.usajobs.gov/Help/working-in-government/benefits/

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.