

**FISH-26-SWR
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY**

Occupational Category:

Managerial _____ Technical _____ Analytical _____

Administrative _____ Clerical/Support X Other _____

Level of Responsibility: GS 5-10 Pay Band ZS III-V WG/WM _____

Duration: 3 months _____ 6 months X Other _____

Timeframe: 1st quarter _____ 2nd quarter X 3rd quarter X 4th quarter _____

Title of Assignment: Technical writer/editor

Assignment Objective: Ensure that biological opinions, informal consultation letters, and reports meet professional requirements for organization, grammar, style, and format.

Description of Tasks:

1. Work with staff biologists to plan, develop, write and edit biological opinions.
2. Perform substantive proofreading and editing of biological opinions, letters, and reports prepared by biological staff.
3. Work directly with staff biologists on document content, format, style, and presentation.
4. Coordinate and manage document production.
5. Develop and follow style guides.
6. Help document process and improve existing procedures.

Special Requirements and Selection Criteria:

1. Knowledge and skill in the use of standard English, effective writing and editing principles and practices.
2. Ability to clarify complex written materials, communicate with staff, manage multiple tasks, and maintain high-quality work under tight deadlines.
3. Must have word processing skills with MS Word and Corel WordPerfect.

NOAA Line/Staff Office: Southwest Region, Sacramento Area Office

Point of Contact: Michael Aceituno, phone: (916) 930-3623
email: michael.e.aceituno@noaa.gov