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Butte, Montana 59701  
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California, Maryland 20619

## **Position Title: Data Services Specialist**

### **Job Description:**

Reporting to Synesis7's Integrated Data Services Manager, the successful candidate for the Data Services Specialist position will be responsible for performing technical data conversion from Portable Document Format (PDF) and other source formats to Extensible Markup Language (XML) and Interactive Electronic Technical Manuals (IETMs) compliant with the S1000D International Specification for Technical Publications. You will apply customer-specific business rules using Synesis7's proprietary Mi3™ conversion and data management technology and process. You will edit technical data in XML ensuring data integrity and quality using the Mi3™ toolset and process. You will be responsible for the Quality Assurance (QA) of converted technical data before delivery to the customer. Final data output from the Mi3™ process supports the creation and publication of IETMs and other critical systems, software, and database applications.

### **The successful candidate must meet the following requirements to be considered for this position:**

- Associates degree in a technical field or equivalent experience
- XML authoring tool experience
- Graphics editing tool experience
- Working knowledge and experience with technical writing
- Attention to detail with ability to accurately proofread and perform QA on converted technical data
- Ability to adapt to continuously changing environment, apply logic, and incorporate constructive criticism/critical feedback
- Must be able to obtain a Secret clearance

### **The following are desired for this position:**

- US DoD and/or US DHS equipment maintenance/repair/aviation IETM experience
- Working knowledge of S1000D
- Computer Science background with debugging experience

If you are interested in applying for this position, please send a resume to: Synesis7, Human Resources, [hr@synesis7.com](mailto:hr@synesis7.com).

*Synesis7 does not discriminate against any employee or applicant for employment because of race, color, sex, religion, age, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, status as a Disabled Veteran, Recently Separated Veteran, Active Duty Wartime or Campaign Badge Veteran, Armed Forces Services Medal, or any other characteristic protected by law.*