**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Technical Specialist.**

**General Duties include**: This position serves under limited direction of the Health Department Director or Information Manager. Responsibilities for this position include, but are not limited to; Receives user problem reports, provides support to assigned users and maintains appropriate records and documentation. Provides general technical support to customers for resolution of network problems. Interprets and analyzes information provided by network management software. Provides assistance to equipment vendors during diagnostic procedures by running diagnostic routines. Replaces defective hardware and tests newly installed hardware. Installs wiring and cabling. Assists staff in utilizing and installing software programs and general helpdesk issues relating to IT.

**Minimum Education, Training or Experience:** Bachelors Degree.

**Substitution for Education, Training or Experience**: An Associate Degree in Internet Technologies, Network Technology or Programming and two (2) years of experience in providing technical assistance related to network equipment or software may substitute for the educational requirement. Related technical or vocational training will substitute for the educational requirement on a year-for-year basis.

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen account and search LHDCOS (search and apply)** Completed application must be submitted by **(insert date) Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Technical Specialist.**

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>.  Apply at <https://KOG.CHFS.KY.GOV/HOME> by creating a citizen account and then search LHDCOS (search and apply).  The completed application must be submitted by **(insert date).**  **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing.  Employment may be contingent upon a successful drug screening and background check.  Equal Opportunity Employer.