**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Clinical Assistant II.**

**General Duties include**: This position serves under the moderate direction of the appropriate supervisor. Responsibilities for this position include, but are not limited to: Assist the physicians and/or registered nurses in facilitating the transition of the patient/client from the registration process to the actual receipt of services by professional and technical personnel. Responsibilities would include: performing initial physical including blood pressure or developmental testing and interviewing patient to obtain history. Taking Pottinger growth chart measurements such as weight, height, collecting specimens for laboratory analysis such as hematocrit, blood sugar, urinalysis, pregnancy and explaining services and documenting services provided in medical record. Conduct appropriate laboratory controls and maintain appropriate documentation. Order supplies to replenish materials used by staff. Stock clinic examining rooms with necessary material to be used by staff. Answer phone and direct calls to appropriate person. May administer the car seat program for the department which would include instructing patients on the use of the seat belt, accounting for rental fee (if applicable) and the car seat restraints.

**Minimum Education, Training or Experience:** High School Diploma or GED. Completion of an approved program in Certified Nurse Assistant, Certified Medical Administrative Assistant or Certified Phlebotomist Program and one (1) year of experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office with experience in providing patient care services, conducting laboratory procedures or the collection of specimens for laboratory analysis.

**Substitution for Education, Training or Experience**: High School Diploma or GED and two (2) years of experience in Public Health or in a medical setting such as; nursing home, hospital, doctors office with experience in providing patient care services, conducting laboratory procedures or the collection of specimens for laboratory analysis.

**OR**

High School Diploma or GED and equivalent combination or education or experience or training.

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s 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) **Clinical Assistant II.**

**Starting Salary**: $14.31-$17.79/hr negotiable with additional experience. Grade 11

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>. Create a citizen’s account and 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.