**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Support Services Associate III.**

**General Duties include**: This position serves under the direction of the Support Services. Responsibilities for this position include, but are not limited to: Proficient knowledge and ability to perform vendor billing, attend workshops and disseminate necessary information resulting from training, to obtain prior-authorizations thru Medicaid/Insurance, 3rd party payor guidelines, to perform all computer data entry (visits, billing., etc.) and PC programs, to pre-bill and final bill all payors for services rendered, to properly code AR payments and manually post them as well as posting via computer system, ability to address all outstanding accounts and follow resubmissions/corrections, ability to maintain alphabetical, numerical and subject filing system, ability to operate and compute amounts using electronic office equipment, ability to teach/instruct other clerical staff in problem solving and ability to contact third party payors and address problems, addressing more complex problems with supervisor.

**Minimum Education, Training or Experience:** Three (3) years of professional business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software

**Substitution for Education, Training or Experience**: Additional education (college, vocational school, etc) in business education or a medically related field may substitute for the required experience on a year for year basis.

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

**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) **Support Services Associate III.**

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

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.