**1) Example of Large ad**

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

**General Duties include**: This position serves under limited direction of the Director or appropriate staff member. Responsibilities for this position include, but are not limited to: Oversee support staff assigned in the maintenance of the Patient Services Reporting System (PSRS) for clients provided by the health department. Coordinate and approve work schedules and leave requests and may schedule clinics and arrange for special providers. Attend appropriate meetings to learn of changes in PSRS, procedural and policy changes and records management changes to distribute to staff through newsletter, staff meetings and memorandums. Provide technical assistance and on the job training for support staff. Provide and arrange orientation for new support staff. Evaluate the performance and function of employees supervised according to job standards, agency goals and performance achieved to ensure smoother operation. Interview prospective employees and make recommendations on hiring. Monitor and report uncollectible account receivables.

**Minimum Education, Training or Experience:** High School Diploma or GED and five (5) years of professional business or public administrative experience in a medical, hospital or administrative office environment using electronic office equipment and professional software. Three (3) of the five (5) years of experience must be in medical coding and billing, accounting, or bookkeeping.

**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**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

**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 Supervisor.**

**Starting Salary**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

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.