**1) Example of Large ad**

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

**General Duties include**: Provides personal assistance, administrative support, and advanced secretarial/clerical support to an upper- level manager in a small office or agency at a level that requires independent judgment and initiative.

Organizes and coordinates daily activities of the agency, completes and maintains various office records, participates in the development of office procedures, coordinates unique projects and special events, maintains stock of office supplies, equipment and forms, assists the director or immediate supervisor in organizing and executing routine activities in personnel, budgets and payroll. Represents the manager in various matters, conducts extensive research to compile information needed to generate reports and is primary contact with vendors and completes special projects as assigned.

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**Minimum Education, Training or Experience:** Bachelor’s Degree in Business Administration, Public Administration, Public Health, Community Health Health, Accounting, Human Resource management, Computer Science, or related degree

 **OR**

High School Diploma or GED and five (5) years of experience in administrative responsibilities such as budgeting, personnel planning, or closely related activities. Education in the subjects listed above will substitute for the experience on a year for year basis not to exceed four (4) years.

**Substitution for Education, Training or Experience**: N/A

**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 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) **Administrative Specialist I.**

**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> 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.