**1) Example of Large ad**

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

**General Duties include**: This incumbent performs tasks relating to the administrative support requirements of the agency such as office management, fiscal and budgeting, purchasing, inventory control, personnel matters and similar administrative responsibilities, interpretation of organizational policies and standards. Maintains knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training session, directs all health department purchasing activities, coordinates major equipment purchases and service contracts, administers the drug and alcohol testing program, directs all maintenance activities for the health department’s buildings and grounds, plans, schedules and determines work priorities of subordinate personnel based on experience level and current work volume and manages routine administrative functions for the agency, prepare financial reports, assists with agency budgets, personnel and fiscal duties, and may supervise non-professional level support staff.

**Minimum Education, Training or Experience:** **:**  Bachelors degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree and two (2) years in administrative activities such as fiscal and budgeting activities, personnel and planning or closely related activities

 **OR**

High School diploma or GED and Seven (7) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities.

**Substitution for Education, Training or Experience**: Education in the subjects listed above will substitute for the experience on a year for year basis not to exceed five (5) years.

**Starting Salary**: $22.81-28.36/hr negotiable with additional experience. Grade 19

**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 III.**

**Starting Salary**: $22.81-28.36/hr negotiable with additional experience. Grade 19

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.