**1) Example of Large ad**

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

**General Duties include**: Is responsible for performing accounting-related clerical duties that require familiarity with basic accounting functions with word processing, spreadsheet, and querying software. Processes accounts payable, invoices for payment, balances and reconciles accounting records, performs complex data entry and related operations in posting accounts receivable payments, maintains appropriate ledgers, maintains fiscal records, assists in the preparation of payroll, reviews a limited range of source documents, reconciles routine accounting records, enters routine financial transactions into accounting systems, receives cash, checks and/or money orders and balances receipts and posts to accounting record

**Minimum Education, Training or Experience:** High School Diploma or GED. Two (2) years of experience in accounting, bookkeeping, payroll and accounts payable, business administration or closely related field.

**Substitution for Education, Training or Experience**: Additional education in the field of Business Administration, Public Administration, Community Health, Public Health, Accounting or Human Resource Management may substitute for the required experience on a year for year basis.

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

**Applications** may be obtained at the (insert HD name) Health Department, (insert HD address and phone) or <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/vacancies.aspx>

**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) **Account Clerk I.**

**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> 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.