**1) Example of Large ad**

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

**General Duties include**: Exercises independent judgment and initiative in the completion of complex and comprehensive work assignments. Performs a variety of highly skilled office administrative duties.

Completes form letters and composes routine and confidential correspondence, records and distributes incoming mail and assures uniformity of office correspondence, answer phones and inquiries from callers, maintains supervisor’s calendar and serves as a contact for them, schedules meetings, minute taker, gathers narrative and statistical data, forms documentation from a wide variety of sources, maintains filing systems, may keep a budget, posting all authorizations and expenditures and keeping supervisor advised of balance and establishes and maintains various office files under moderate supervision. Compiles and creates forms, reports, and gathers data materials for management, and submits recommendations to supervisor, assists in preparing and monitoring the departmental budget gathering complex materials.

**Minimum Education, Training or Experience:** High school diploma or GED and two (2) years of secretarial, clerical or general office duties.

**Substitution for Education, Training or Experience**: Education and training in Public Administration, Business Administration, Accounting, Human Resources, Public health, Community Health or closely related field may substitute for the required experience on a year for year basis.

**Starting Salary**: $16.08-$19.99/hr negotiable with additional experience. Grade 13

**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 Secretary.**

**Starting Salary**: $16.08-$19.99/hr negotiable with additional experience. Grade 13

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.