**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Environmental Laboratory Analyst I.**

**General Duties include**: This position serves under the direction of the Environmental Laboratory Supervisor. Responsibilities for this position include, but are not limited to: Perform standardized tests in environmental laboratories for qualitative ad analysis. Participate in general laboratory techniques such as preparing reagents and specimens for examination. Operate and maintain laboratory equipment. Prepare laboratory notes and keep accurate daily records. Record results of examinations and tests and learn new procedures and techniques. No supervisory responsibilities required.

**Minimum Education, Training or Experience:** Bachelor’s Degree in Microbiology, Biology, Chemistry or comparable area and two (2) years’ experience in laboratory setting.

**Substitution for Education, Training or Experience**: Laboratory related experience will substitute for education on a year for year basis. Masters or Bachelors degree in the above mentioned degrees may substitute for the two (2) years of laboratory experience.

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

**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) **Environmental Laboratory Analyst I.**

**Starting Salary**: $18.07-$22.46/hr negotiable with additional experience. Grade 15

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.