**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Environmental Laboratory Supervisor. Responsibilities for this position include, but are not limited to: Independently perform complex tests in environmental laboratories for qualitative and quantitative analysis using technical skill and independent judgment. Maintain quality control standards for testing milk, water and other samples affecting the general public. Participate in general laboratory techniques such as preparing reagents and specimens for examination. Operate and maintain laboratory equipment and can troubleshoot and correct minor equipment problems, if necessary. Prepare laboratory notes, charts, and graphs and keep accurate daily records. Record and report results of examinations and tests and learn new procedures and techniques. Has full understanding of policies and procedures and assist in policy recommendations. May serve as lead analyst.

**Minimum Education, Training or Experience:** Bachelor Degree in microbiology, biology, chemistry or comparable area and one (1) year experience in laboratory setting.

**Substitution for Education, Training or Experience**: Masters Degree in microbiology, biology or chemistry will substitute for the one (1) year of experience.

**Starting Salary**: $21.52-$26.75/hr negotiable with additional experience. Grade 18

**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 full time (FT/PT) **Environmental Laboratory Analyst II.**

**Starting Salary**: $21.52-$26.75/hr negotiable with additional experience. Grade 18

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.