**1) Example of Large ad**

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

**General Duties include**: This position serves in the unclassified service under the direction of the Director or other appropriate staff. Responsibilities for this position include, but are not limited to: Clean, sweep, dust, mop, wash, vacuum, polish and wax floors. Clean windows, woodwork, furniture and equipment. Clean toilet facilities and keep restrooms supplied with towels, soap and other items. Collect and dispose of trash from buildings and grounds. Perform unskilled maintenance work. Perform outside work such as cleaning walks and mowing lawn. Move furniture and equipment. Ability to perform physical labor such as moving furniture, equipment, or climbing ladders, etc. Ability to follow instructions concerning various chemicals which may be used to perform job responsibilities.

**Minimum Education, Training or Experience:** Eighth grade

**Starting Salary**: $13.50-$16.79/hr negotiable with additional experience. Grade 10

**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) **Janitor.**

**Starting Salary**: $13.50-$16.79/hr negotiable with additional experience. Grade 10

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.