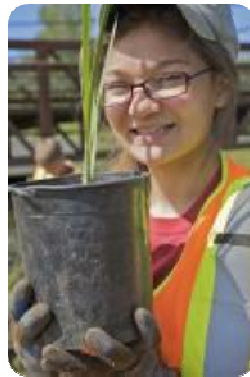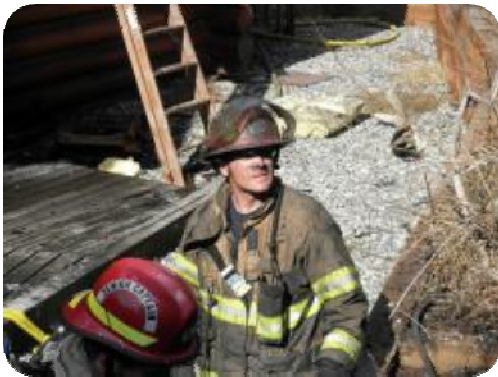# Online Employment Application Guide

Welcome to the Municipality of Anchorage

# Find a Job at www.muni.org/jol

**Find Jobs**

1. Visit www.muni.org/jol to view and search for jobs open to the public.

2. Click on Current Job Openings as shown below.

**3.** You can further limit the search by providing selecting categories and/or departments.



Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

**Select Category**                          **Select All Categories**  **Clear All Categories**

| ☑ Accounting and Finance (4) | ☑ Administration (6) | ☑ Code Enforcement (1) |
|---|---|---|
| ☑ Community Development (2) | ☑ Construction Maintenance (1) | ☑ Dispatch (1) |
| ☑ Electronics (3) | ☑ Emergency Management (1) | ☑ EMS (1) |
| ☑ Engineering (5) | ☑ Environmental Services (1) | ☑ Executive Management (1) |
| ☑ Fire & EMS (1) | ☑ Fleet Services (2) | ☑ Investigative (1) |
| ☑ IT and Computers (4) | ☑ Law Enforcement (1) | ☑ Library (1) |
| ☑ Maintenance (2) | ☑ Management (4) | ☑ Miscellaneous (7) |
| ☑ Nursing (1) | ☑ Parks and Beaches (2) | ☑ Parks and Recreation (4) |
| ☑ Professional (5) | ☑ Project Management (4) | ☑ Public Safety (1) |
| ☑ Real Estate (1) | ☑ Recreation (4) | ☑ Safety (1) |
| ☑ Trades (5) | ☑ Transit (2) | ☑ Transportation (1) |
| ☑ Utilities (9) | ☑ Vehicle Maintenance (2) | ☑ Warehouse (1) |

**Select Department**                          **Select All Departments**  **Clear All Departments**

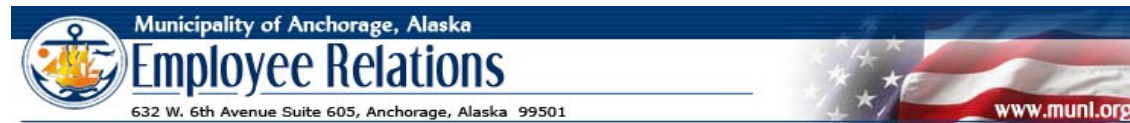| ☑ Anchorage Fire Department (1) | ☑ Anchorage Police Department (1) | ☑ Anchorage Water & Wastewater Utility (6) |
|---|---|---|
| ☑ Community Development Department (2) | ☑ Department of Public Works (3) | ☑ Finance (1) |
| ☑ Health & Human Services (1) | ☑ Information Technology (2) | ☑ Library (1) |
| ☑ Maintenance & Operations (1) | ☑ Municipal Light & Power (6) | ☑ Parks & Recreation (5) |
| ☑ Property Appraisal (1) | ☑ Public Transportation (2) | |

**Search**

Enter keywords (optional): [＿＿＿＿＿]   Explain this

**4**. The jobs available or that match your search will be shown.

# Find a Job at www.muni.org/jol

**5.** Select and click on the title to open the job details.

# Creating a GovernmentJobs Account

**Follow these steps to Create/Sign In:**

**1.** Click on 'Apply'.

**2.** If you already created a user account, log in using your previously created username and password. Otherwise, Click 'Create an account' and then enter your new account information.

**Current Job Openings**

powered by
NEOGOV™

**Job Title:** ACCOUNTING SUBJECT MATTER EXPERT (Principal Administrative Officer) - Range 16 / NON

**Closing Date/Time:** Continuous

**Salary:** $32.67 - $41.69 Hourly
$2,613.60 - $3,335.20 Biweekly
$5,662.80 - $7,226.27 Monthly
$67,953.60 - $86,715.20 Annually

**Job Type:** Regular / Full Time

**Location:** 3000 Arctic Blvd., Anchorage, Alaska

**Department:** Anchorage Water & Wastewater Utility

**Print Job Information**    **Apply**

**Job Information:** | **Benefits** | **Supplemental Questions**

**Note:**
• If you created an account before, you cannot use the same email address again to create a new account. The email value must be unique.
• If you created an account before and can't remember you username, click on Forgot Username. This sends you email with your username.
• Your password must be at least 8 characters in length and contain upper and lower case letters, numbers and symbols.

# Creating a GovernmentJobs Account

As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

Create a new account                    Sign In

| clarkcm@muni.org | ✔ |

| MOATesting | ✔ |

| ••••••••••• | ✔ |

| •••••••••• | |

Must be at least 8 characters in length and contain

Create

────── or create with ──────

in LinkedIn     f Facebook

**Note:**

• You can create an account using your Facebook or LinkedIn Account.

• Make sure to click on 'Create'.

• Keep a record of your username and password.

# Navigating through your account

**While signed in, your username will appeared on the right in the top menu bar.**

**A pull down menu under your username lets you quickly access common options:**

•Use Applications & Status to review all of your job applications.

•Use Accounts Settings to edit your contact information, or change your password. If you change your contact information, this information is updated with employers with which you have applied.

•Use Profile to update basic information that you use to apply for jobs, such as work experience. Changes that you make do not update previously submitted applications, but are saved for use when you are applying for other jobs in the future.

# Submit an Online Application

**To apply for a Job:**

**1.** Click on the Apply tab from job details.

# Submit an Online Application

**2.** You can speed completing basic profile information by importing a resume from LinkedIn, or by uploading a file. If you wish to enter your information manually, click on "Skip this Step'.

# Submit an Online Application

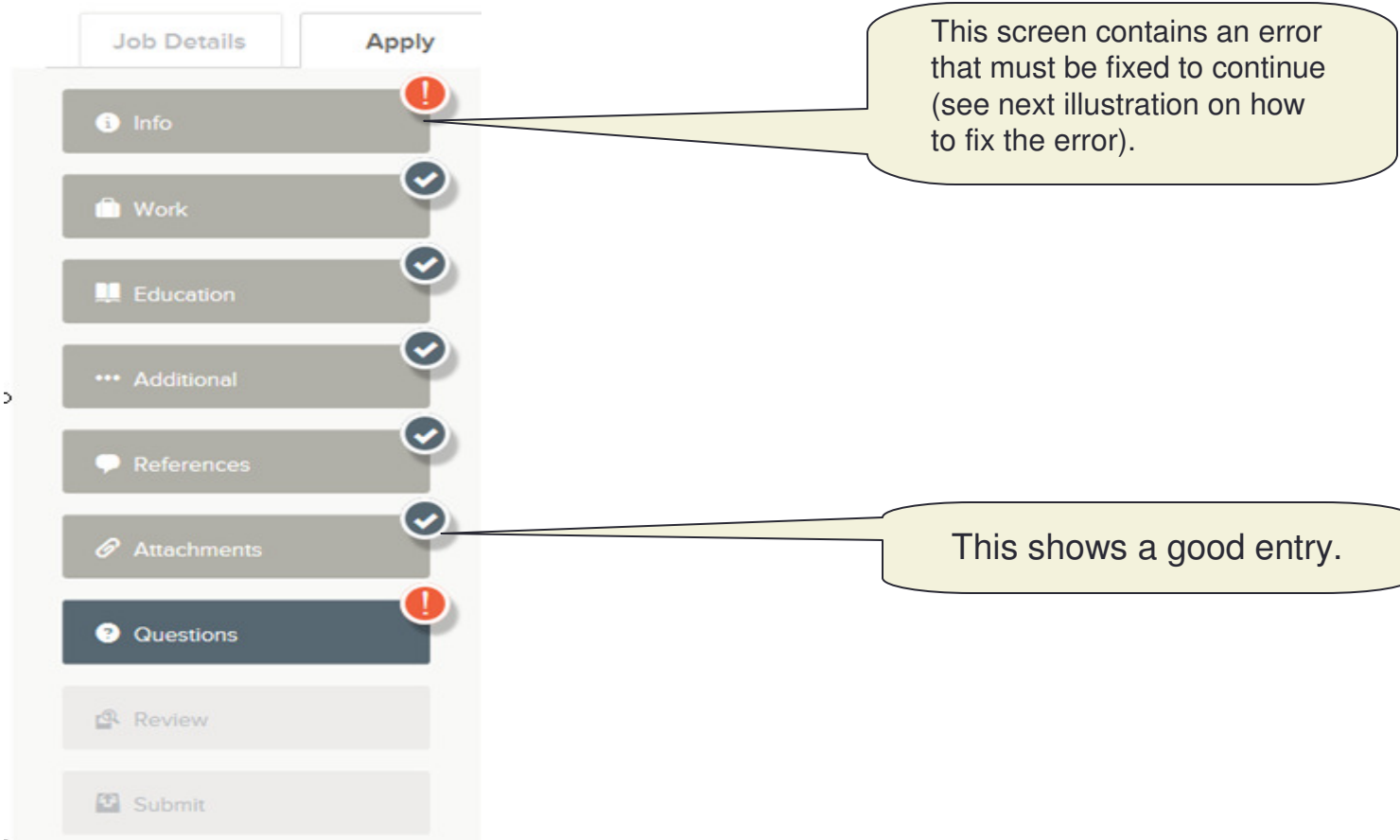**3.** Next step, you will be required to complete a series of steps (entries or screens).

Here are some of things that you will be necessary to complete (some are optional).

• General contact information
• Previous work experience information
• Educational information
• Additional information, including certificates and licenses, skills, and languages (Optional)
• References (Optional)
• Answer additional supplemental questionnaire
• Upload any attachments, such as a resume, driver's license, or certificates (Optional)*

*If you have uploaded attachments in the past, you can use the Recent Uploads button to access the files.

# Submit an Online Application

Your progress and current step in the process is shown on the left of your screen monitor. As you work on your application, refer to the progress bar to see the number of items for each entry, and errors (if any).



This screen contains an error that must be fixed to continue (see next illustration on how to fix the error).

This shows a good entry.

# Submit an Online Application

**4.** Review each section. If there is an error, it is shown in the progress bar and also in the section (see illustration below). Use the 'Edit' to open this item and correct any errors.

# Submit an Online Application

**5.** Once your application is complete, click on Proceed to Certify and Submit.

**6.** On the Certify & Submit page, click on Accept and Submit.



\*An Application Submitted message confirms that you have applied for the job.

# Check the Status of your Employment Application

**1.** Visit www.muni.org/jol.

**2.** Under the 'How To' Section, click on 'Check the Status of My Application'.

# Check the Status of your Employment Application

**You will be redirected to GovernmentJobs.com website.**

**3.** Locate and click the 'Sign in' button on the upper right hand corner on your monitor screen. You will need your username and password to sign in.

# Check the Status of your Employment Application

You can get detailed status information for all applications by clicking on Applications & Status in the top menu bar (in the pull down below your username).

Use the Submitted button to see all applications that you have successfully submitted.



**For example:** Click on the job title for more information. You can then use Job Postings to see the job information, and Application View to see the details of your application.

# Check the Status of your Employment Application

Use the Incomplete button to see all applications that you started, but did not complete.



**For example:** Click on the job title, and then Apply, to complete the application. You can use Remove if you want to delete an application without completing it.

# CONTACT

**Employment Office**

- Employment Supervisor, Aynna Cameron       343-4414

- Employment Specialist, Melissa Commerford       343-4510

- Employment Specialist, Robert Early       343-4488

- Employment Specialist, David Brossard       343-4513

- Human Resources Coordinator, Chantle Clark       343-4429

- Employee Relations       343-4447

- Employee Relations Secured Fax       249-4511