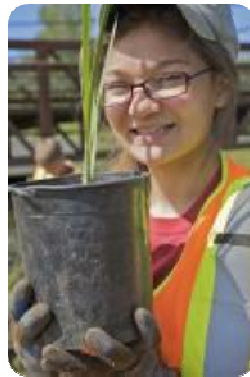
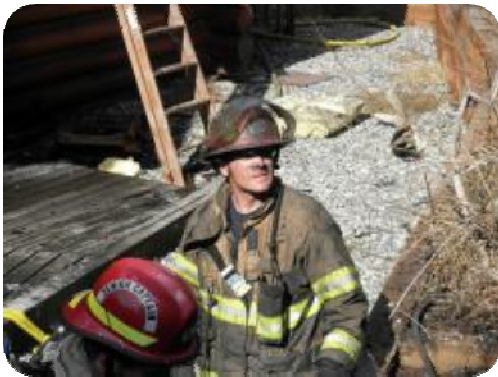


Online Employment Application Guide



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.

Employee Relations

- ▶ [Employee Relations](#)
- ▶ [Employment Information](#)
- ▶ [Benefits Summaries by Union/Group](#)
- ▶ [Collective Bargaining Agreements](#)
- ▶ [Disability Resources](#)
- ▶ [Police & Fire Medical Trust](#)
- ▶ [Contact Information](#)

Employment Information

The Municipality of Anchorage is an Equal Opportunity and Affirmative Action Employer. We comply with Title 1 of the Americans with Disability Act and are committed to diversity in the workplace.

Job Opportunities

- [Current Job Openings](#)
- [Internal Job Openings \(Current MOA Employees Only\)](#)
- [Union Job Openings \(Referral/Dispatch only\)](#)
- [Fire Department](#)
- [Notify Me of a Job Opening](#)
- [Check the Status of My Application](#)
- [Request Veteran Preference](#)

Volunteer Opportunities



Find a Job at www.muni.org/jol

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

Select Department			Select All Departments	Clear All Departments
<input checked="" type="checkbox"/> Anchorage Fire Department (1)	<input checked="" type="checkbox"/> Anchorage Police Department (1)	<input checked="" type="checkbox"/> Anchorage Water & Wastewater Utility (6)		
<input checked="" type="checkbox"/> Community Development Department (2)	<input checked="" type="checkbox"/> Department of Public Works (3)	<input checked="" type="checkbox"/> Finance (1)		
<input checked="" type="checkbox"/> Health & Human Services (1)	<input checked="" type="checkbox"/> Information Technology (2)	<input checked="" type="checkbox"/> Library (1)		
<input checked="" type="checkbox"/> Maintenance & Operations (1)	<input checked="" type="checkbox"/> Municipal Light & Power (6)	<input checked="" type="checkbox"/> Parks & Recreation (5)		
<input checked="" type="checkbox"/> Property Appraisal (1)	<input checked="" type="checkbox"/> Public Transportation (2)			

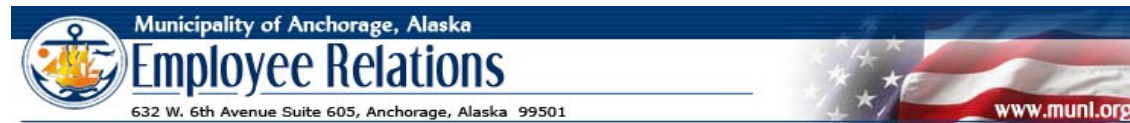
Search

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.



[Home](#) | [Departments](#) | [Mayor](#) | [Assembly](#) | [Employee Directory](#) | [Contact Us](#) | [Find](#)
 You are here : [Home](#) > [Departments](#) > [ERD](#) > [JOL](#) > Current Job Openings

Current Job Openings

Employment Opportunities for Monday, October 19, 2015

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NEOGOV™

Welcome to the Municipality of Anchorage's application process!

Scroll down this page to see our current job openings. You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application you will need to create a "users account" and select a Username and Password.

Notice to Applicants:

Your education and work history information is required on the application to evaluate your experience and for employment verification purposes. Applications will be rejected if incomplete.

Thank you for your interest in employment with the Municipality of Anchorage.

9 records found.

Page # of 1

Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
ADDRESS MSAG COORDINATOR (GIS Technician...	Regular / Full Time	\$26.91 - \$34.42 Hourly	10/21/15
APPRAISAL ANALYST- Range 15 / AMEA	Regular / Full Time	\$29.71 - \$37.95 Hourly	10/20/15
CHIEF OF INSPECTIONS (Manager) - Range 1...	Regular / Full Time	\$39.69 - \$50.66 Hourly	Continuous
EQUIPMENT TECHNICIAN / WELDER - Range 18...	Regular / Full Time	\$31.47 - \$35.57 Hourly	Continuous
FIREFIGHTER - Range F56 / 25	Regular / Full Time	\$18.51 - \$28.32 Hourly	12/13/15
POLICE OFFICER (Patrol Officer Recruit) ...	Regular / Full Time	\$31.82 - \$40.64 Hourly	02/29/16
PUBLIC HEALTH NURSE- Range 15 / AMEA (2 ...	Regular / Full Time	\$29.71 - \$37.95 Hourly	10/22/15
SENIOR APPRAISER - Range 14 / AMEA	Regular / Full Time	\$26.91 - \$34.42 Hourly	10/22/15
SENIOR BUYER (Senior Administrative Offi...	Regular / Full Time	\$29.71 - \$37.95 Hourly	10/22/15

Page # of 1

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 your 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:

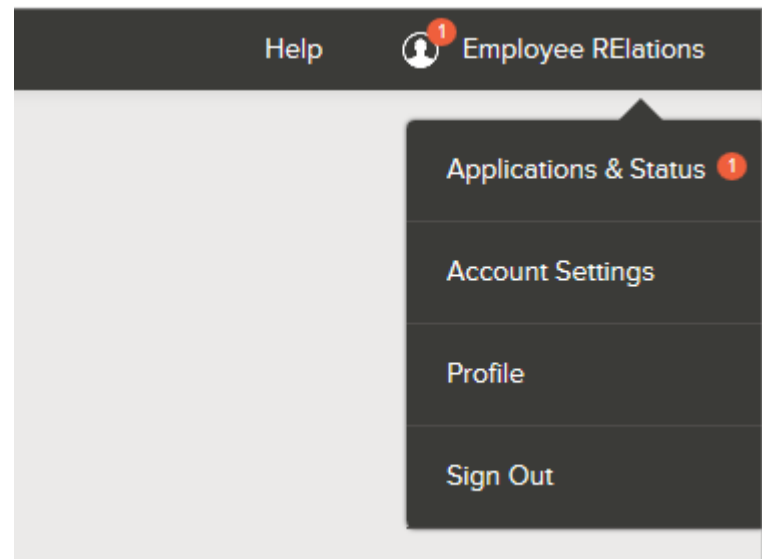
- You can create an account using your Facebook or LinkedIn Account.
- Make sure to click on 'Create'.
- Keep a record of your username and password.

Navigating through your account

While signed in, your username will be displayed 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.

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
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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**

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”.

The screenshot displays a web interface for submitting an online application. At the top, there are two tabs: 'Job Details' and 'Apply'. Below the tabs is a vertical sidebar menu with the following items: 'Resume' (highlighted in dark grey), 'Info', 'Work', 'Education', 'Additional', 'References', 'Attachments', 'Questions', 'Review', and 'Submit'. The main content area is titled 'Import Your Resumé' and contains the following text: 'Save time by importing your information into our system automatically'. Below this text are two options: 'Transfer from LinkedIn' (with a LinkedIn logo icon) and 'Upload from Computer' (with a cloud upload icon). Under 'Upload from Computer', it lists 'Supported file types: .pdf, .doc, .txt'. At the bottom of the main content area, there is a button labeled 'Skip this step' which is circled in red. An arrow points from the text in the second paragraph to this button. Below the 'Skip this step' button, there is a line of text that is partially cut off: 'To manually fill in your information, you can'.

Submit an Online Application

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

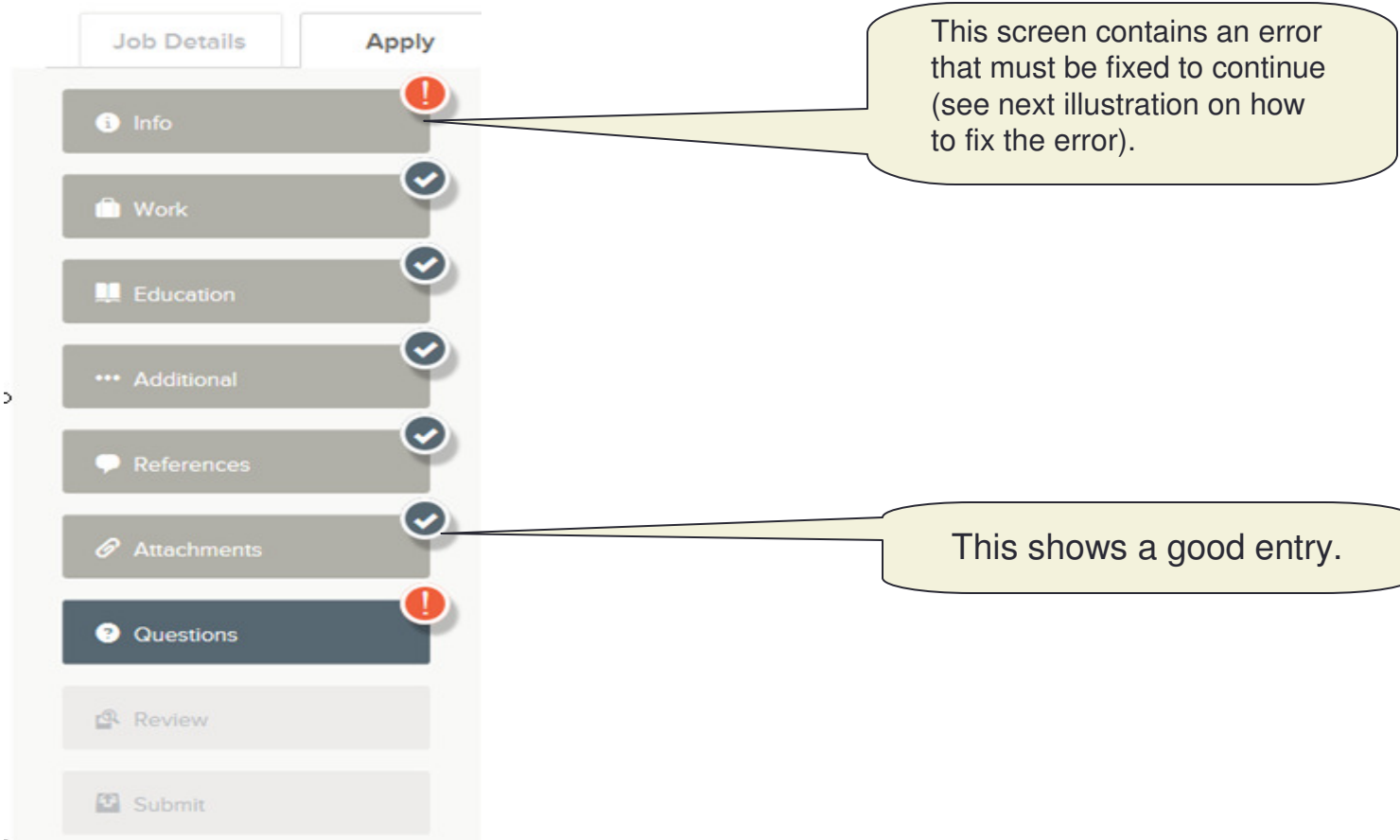
Here are some of things that you will be necessary to complete (some are optional).

- 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).



The screenshot shows a progress bar for an online application. The progress bar is divided into two tabs: "Job Details" and "Apply". The "Apply" tab is active. The progress bar consists of several steps, each with a corresponding icon and a status indicator (a red exclamation mark for errors or a blue checkmark for completed entries). The steps are: Info (red exclamation mark), Work (blue checkmark), Education (blue checkmark), Additional (blue checkmark), References (blue checkmark), Attachments (blue checkmark), Questions (red exclamation mark), Review (grey), and Submit (grey). The "Questions" step is highlighted in dark blue, indicating it is the current step. Two callouts are present: one pointing to the "Info" step with the text "This screen contains an error that must be fixed to continue (see next illustration on how to fix the error).", and another pointing to the "Attachments" step with the text "This shows a good entry."

Job Details Apply

- Info (Error)
- Work (Good)
- Education (Good)
- Additional (Good)
- References (Good)
- Attachments (Good)
- Questions (Error)
- Review
- Submit

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.

ELECTION WORKER - Range 1 / ELE (4 Vacancies)

Job Details Apply

Info

Work

Education

Additional

References

Attachments

Questions

Review

Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Please fix the errors in the following section.

Name

Address

Phone

Email
clarkcm@muni.org

Edit

Personal Information

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.

Job Details Apply

Info ✓

Work ✓

Education ✓

Additional ✓

References ✓

Attachments ✓

Questions ✓

Review


Submit

Certify & Submit

Enter your initials to acknowledge that you have skipped the following section(s):

- Work Experience
- Education

Initials

 By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that failure to answer all questions fully and truthfully may result in my disqualification for the position or termination of employment upon discovery. I understand the Municipality of Anchorage may contact prior employers, references, and/or other agencies to validate my application. And further, I expressly request former employers, references, and/or other agencies that may have pertinent information concerning me to furnish such information to Municipality of Anchorage officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage, of any nature whatsoever, for furnishing such information. This application is the property of the Municipality of Anchorage and will not be returned.

Decline **Accept & 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'.

Employee Relations

- ▶ [Employee Relations](#)
- ▶ [Employment Information](#)
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- [Fire Department](#)
- [Police Department](#)
- [Anchorage Water & Wastewater Utility](#)
- [Municipal Light & Power](#)

How To...

- [Notify Me of a Job Opening](#)
- [Check the Status of My Application](#)
- [Request Veteran Preference](#)

Volunteer Opportunities

- [Anchorage Museum](#)
- [Parks & Recreation](#)
- [Library](#)

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.

The screenshot shows the GovernmentJobs.com website interface. At the top right, there are links for 'Help' and 'Sign In', with the 'Sign In' link circled in red. The main header features the 'GovernmentJobs' logo and a teal button that says 'Employer? Post a job!'. Below the header is a search bar with two input fields: 'Job Title, Keyword' and 'City, State or Zip', followed by a 'Find Jobs' button. Underneath the search bar are two tabs: 'Find by Category' (which is selected) and 'Find by Location'. The 'Find by Category' tab displays a grid of job categories, including:

- 911 Telecommunications
- Accounting and Finance
- Administration
- Administrative Assistant
- Agriculture
- Airports
- Allied Health
- Animal Control
- Faculty - History
- Faculty - Math & Technology
- Faculty - Other
- Faculty - Science
- Financial Aid & Services
- Fire & EMS
- Fleet Services
- Food Services
- Payroll/Benefits Administration
- Performing Arts
- Pharmacy
- Physicians
- Planning and Development
- Probation
- Professional
- Professional Education

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.

The screenshot shows the 'Job Search' interface. At the top right, there is a 'Help' link and a user profile for 'John Smith'. Below this, the 'Applications' section has two buttons: 'Submitted' (highlighted with a red box) and 'Incomplete'. The main content area displays a list of applications. The first application is for the position 'ORGANIZATIONAL MANAGEMENT COORDINATOR (Personnel Analyst I) - Range NON / 12' at the Municipality of Anchorage, Alaska. It was applied on 08/29/2014 at 12:36 AM Alaska. The status is 'Application referred to hiring manager', and there is a 'History' link circled in red. The second application is for 'RECORDS TECHNICIAN (Personnel Technician II) - Range NON / 10' at the Municipality of Anchorage, Alaska, applied on 01/26/2014 at 11:17 PM Alaska, with a status of 'Position Filled' and a 'History' link.

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.

The screenshot displays a web interface for job search applications. At the top, there is a navigation bar with 'Job Search', 'Help', and a user profile for 'John Smith'. Below the navigation bar, there are two tabs: 'Submitted' (highlighted in green) and 'Incomplete'. The main content area shows a list of applications:

Job Title	Applied on	Status
ORGANIZATIONAL MANAGEMENT COORDINATOR (Personnel Analyst I) - Range NON / 12 Municipality of Anchorage, Alaska	08/29/2014 12:36 AM Alaska History	Application referred to hiring manager
RECORDS TECHNICIAN (Personnel Technician II) - Range NON / 10 Municipality of Anchorage, Alaska	01/26/2014 11:17 PM Alaska History	Position Filled

On the right side, there is a sidebar titled 'Application History' for the selected job. It shows a list of events:

- 09/05/2014 05:17 PM: Referred
- 09/05/2014 05:17 PM: Placed on eligible list
- 08/29/2014 12:36 AM: Application Received

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

