Let us help you walk through the application process for positions at San Juan County!

The following step-by-step instruction guide should help with questions that may arise while using our new application system. If we can be of further assistance after reviewing this guide, please contact the Human Resources Department at 505-334-4522.

FIRST – Login to the Munis Self Service (MSS)

- Click on the link on the Job Opportunities page to view a current list of job openings. You will be redirected to the Munis Self Service / Employment Opportunities webpage. Review the webpage information and view the list of current openings with San Juan County.

- You will need to create an account if this is your first application in the MSS application. You can start your application profile by either clicking on:
    - **Apply** next to the position you are interested in applying for
    - **Create new account** from the menu on the top of the screen.
    - **Log in as returning applicant**, to access your applicant profile and apply for an open job posting

- **Create new account**, when you click on this option you will need to provide the following information:

    - First Name, Last Name, Zip Code and Email
    - You are required to have a valid email address in order to create an account
    - You will be asked to validate a set of numbers as shown on the screen. Key the numbers you see into the field box right below the set of numbers.
    - Finally, Click on "Create Account"

**Note: once you create a new account – you will be provided with a Pin Number. Take note of the pin number as you will need it to access your application profile. You will also receive an email thanking you for completing your MSS account.

Create Account

A PIN is required to access your account in the future. Your PIN is 1.

Continue

- **Apply**, when you click on this option, you will be directed to a screen where you can either create a new account or login to your existing application profile. If you have created a profile already, simply complete the field information with your First Name, Last Name, Zip Code and PIN.

Applicant Login

Log in to access your profile information.

Don't have an account? Create a new account.

First name*

Last name*

Zip Code*

PIN*

Click here for PIN reminder

Log In   Cancel

- **Log in as returning applicant**, when you click on this option, you will be directed to a screen where you can either create a new account or login to your existing application profile.

Applicant Login

Log in to access your profile information.

Don't have an account? Create a new account.

First name*

Last name*

Zip Code*

PIN*

Click here for PIN reminder

Log In   Cancel

SECOND – Applying for a position

- Once your account is created, and you have selected the position you wish to apply for, you will then begin completing the online application. You will walk through approximately 6-8 pages of required information. You will not be able to move forward in the application without completing required fields. When you click on "Next Section" to move to the next page, you will receive an error if you have fields that need to be completed.
    - General Information – provide your contact information (name, address, phone number, etc)
    - Work Experience – provide your current and/or former employee information
    - Education – provide education information and any applicable certifications
    - Additional Information – provide skills regarding the position you are applying for and attach a resume or cover letter, you can also indicate whether you have served in the U.S. Military
    - Supplemental Questions – are specific to each position. Review and complete all supplemental questions.
    - Acknowledgement – review benefits information and type your name to complete the last page of the application

- Once you complete the last page of the application, click on "Review Application". You can also click on "Save for Later" if you need to come back to finish it at a later time.

- Review your entire application, if changes are needed click on **Change** next to the section that needs updates. If the application is complete and ready to submit – then click on "Submit Application". You will get a notice at the top of the page:

Your application has been submitted. Thank you for your interest.
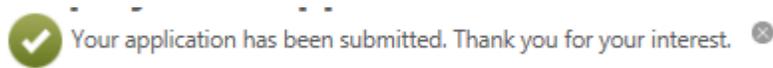
THIRD – Checking your status

- You can review your application history by clicking on "Applicant Profile" in the menu option on the left side of the screen.

- Also, if you had to save your application to finish at a later time, you can access the application again by clicking on "Saved Applications"

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Employment Opportunities

Applicant Profile

Saved Applications