

The **Investigation Division (NDI)** currently has two Departmental transfer opportunities for **Administrative Assistant IVs in Carson City**. These positions provide first line supervision to Communication Specialists (AIII's) within the SafeVoice Support Center. SafeVoice operates 24 hours a day, 7 days a week, 365 days a year and allows any person to anonymously and/or confidentially report any dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school or on a school bus of a public school.

Special Requirements:

- Incumbents must pass the NCIC certification examination within six months of appointment and every two years thereafter as a condition of continuing employment.
- Positions require work on evenings, weekends, and/or holidays.
- Upon approval by the Personnel Commission, the selected candidates will be required to undergo drug testing for controlled substances. This may transpire post-hire and is a condition of continued employment.

****Please be aware, regulation requires a trial period for voluntary transfers.

NAC 284.444 Application of probationary period. (NRS 284.065, 284.155, 284.290, 284.300)

2. A permanent employee must serve a trial period if he or she voluntarily transfers:

(a) Within the same class

If you are interested in transferring to this position, please submit your written request to humanresources@dps.state.nv.us . Written requests will be accepted until **5:00 pm, Wednesday July 24, 2019**. **If you have questions regarding this position, please call Sergeant Desiree Mattice at 775-684-2587.**

When submitting a transfer request, please include the division you are presently working in, the geographical location and position you are applying for, and your telephone number.

Transfer Opportunities require the attached form to be completed when interested in a Transfer Opportunity. Also, please attach any documents or information you would like the division appointing authority to utilize for your consideration for the transfer opportunity.