

The **Parole & Probation Division** currently has a Departmental transfer opportunity for **Administrative Assistant I in Carson City Field Office**.

The Administrative Assistant I would be responsible for answering phones, greeting clients at the front window and distributing faxes; Taking payments and assisting with closing daily deposits; Completing files for inmate release, interstate compact and purging prison files; Assisting with filing, purging and shredding.

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, Thursday, February 20, 2014**. **If you have questions regarding this position please call Lt. Claude Cole at 775-684-2604.**

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.