

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

The Administrative I position currently vacant at P&P's Long St. Office is responsible for a variety of tasks. This person orders and maintains the supply inventory, disseminates mail and faxes accordingly, completes file set-ups for new cases assigned to the Division, prepares and saves various reports into Documents and Imaging when necessary, answers incoming phone calls, receives and processes supervision fee and restitution payments from offenders, greets and provides customer service to offenders and members of the public who visit the office, and purges case files upon closure of the case.

In addition to the major tasks listed above, this person is responsible for maintaining a current desk manual for the position, assisting with filing and shredding, preparing some correspondence, responding to DONS notifications in a timely manner, maintaining fleet services reports and closing out bank deposits for the office.

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, Friday, July 3, 2015**. **If you have questions regarding this position, please call Lieutenant Robert Geraldo at (775) 684-2637.**

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