

The **Nevada Parole & Probation Department** currently has two Departmental transfer opportunities for an **Administrative Assistant I in the Carson City Headquarters**.

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, July 16, 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.