

The Parole & Probation Division currently has a Departmental transfer opportunity for **Parole & Probation Administrative Assistant II in Reno.**

This Administrative Assistant (AA) II position works in the Reception/Court Services Support (R/CSS) group at the Reno Parole & Probation Office. The position is primarily responsible for the timely and accurate transference of court information into a “referral” format, and related preparation for the creation of Presentence Investigation Reports. This process includes defendant research, database entry, logging of defendant information, meeting associated deadlines, and creation of files Court Services Specialists use to perform their investigations. Additional duties include research related to, and tracking of, arrest report requests from Officers, creation of the daily Court Terse and preparation of relevant files, reception area coverage, and report formatting. Applicants should be very detail-oriented and have the ability to perform a significant portion of their duties without direct supervision.

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, Monday, May 19, 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.