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

Duties will include the following: Supervise a unit of four AAI's. The Post-Sentencing Unit tracks and monitors all cases as they go through District Court. Plan, organize and assign special temporary and permanent duties, along with daily workload. Ensure appropriate delivery of all Post-sentence files to the File Set-up section. Provide training, guidance, counseling and discipline actions. Functions: process Probation cases, Markups, process continuances, bench warrants, Dumps, waived PSI's and case assignment. Entering data collected from the staff and complete the TeamStat spread sheet report. Review Time sheets. Type continuance letters concerning discrepancies with the Court and the Pre-sentence Unit

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, March 11, 2015. If you have questions regarding this position, please call Lynda Waskom at (702) 486-0918.**

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