

The **Highway Patrol Division** currently has two (2) Departmental transfer opportunities for **Administrative Assistant II positions in Las Vegas**.

Administrative Assistants perform a variety of clerical, secretarial and administrative support duties such as maintaining records and files; composing and editing correspondence; data entry and office management.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

AAII/Payroll Clerk

This position is our time keeper/payroll clerk and would be working in the front office processing timesheets. Other additional duties can be expected to include handling customers, answering phones, researching and producing accident reports and citation information, handling cash register and POS transactions.

AAII/General

This position is our general Administrative Assistant who may be asked to work in any area of our administrative services section. Duties can be expected to include handling customers, answering phones, handling the cash register and POS transactions, data entry, filing and producing accident reports, arrest reports and citations.

If you are interested in transferring to one of these positions, please submit your written request to humanresources@dps.state.nv.us . Written requests will be accepted until **5:00 pm, Tuesday, June 17, 2014**. **If you have questions regarding this position please call Karen Hill at 702-432-5133.**

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.