

The **Division of Highway Patrol** currently has a Departmental transfer opportunity for an **Administrative Assistant II in Carson City**.

Requirements: Intermediate Excel Skills and Customer Service Experience.

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 9, 2016**. **If you have questions regarding this position please call Sari Nichols at 775-684-4652.**

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. Also, please elaborate your inventory and software (Excel and Advantage) experience.

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.