

The **Investigation Division** currently has a Departmental transfer opportunity for an **Administrative Assistant III** in **Fallon**. This position is located at the Investigation Division's North Central Nevada Narcotic Task Force office in Fallon, and assists the task force sergeant and staff with administrative duties involving task force operations, organization of financial accounts and documents, organization and preparation of task force statistics used in federal grants, and review, organization, and submission of sensitive documents and files. In addition, this position will require that the selected candidate receive and maintain NCIC/ NCJIS certification.

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 p.m. **Monday, June 9, 2014**. **If you have any questions regarding this position, please call Lt. Andy Rasor at (775)-684-7453 (office) or (775)-690-6633 (cell).**

When submitting a transfer request please include the division in which you are presently working, the geographical location and position for which you are applying, 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.