

The **DPS Investigation Division** currently has a Departmental transfer opportunity for an **Administrative Assistant III** in **Carson City**. This position may include work in the Investigation Division's Records Section, which may require NCIC/ NCJIS certification; assisting with administrative duties involving task force operations, and assisting command staff with the preparation of the upcoming budget.

If you are interested in transferring to this position, please submit your written request to [humanresources@dps.state.nv.us](mailto:humanresources@dps.state.nv.us) . Written requests will be accepted until **5:00 p.m. Monday, March 24, 2014**. **If you have 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 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.*