

The **Parole & Probation Division** currently has a Departmental transfer opportunity for **Administrative Assistant III in Reno.**

The Administrative Assistant III (AIII) provides professional clerical support to Reno Office Parole and Probation Units. The position performs entry of all pertinent information into the O.T.I.S. software system which corresponds to an offender's case, i.e., set-up and modifications to Probation/Parole case files; inclusive of the preparation of all related correspondence such as Probation Agreements, Consent of Drug Testing, Release of Information, Victim Restitution Information, Civil Confession of Judgment, and field sheets. The position also provides back-up assistance when necessary by serving Violation Reports to offenders at the Washoe Co. Jail; and accepting monthly reports from offenders on a limited basis for compliance insurability. AIII supplementary duties include filing, shredding, and front desk reception coverage.

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, Friday, April 25, 2014.** **If you have questions regarding this position please call Lt. Dean Buell at 775-684-2676.**

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