

The **DPS Investigation Division** currently has a Departmental transfer opportunity for an **Administrative Assistant III** in Carson City. This position may consist of administrative duties as they relate to narcotic task force operations, major crime investigations, records management, vehicle fleet management, inventory, case management, preparation of purchase orders, and assisting supervisors or command staff with various projects and assignments. In addition, this position may also require certification for NCIC and NCJIS.

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. on Monday, January 25, 2016**. **If you have questions regarding this position, please contact Lt. Andy Rasor at arasor@dps.state.nv.us; (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.