

The **Parole & Probation Division** currently has a Departmental transfer opportunity for an **Administrative Assistant III** in **Carson City-Headquarters**.

The position serves as the Terminal Agency Coordinator (TAC) for P&P, by ensuring that the Division complies with the rules, regulations and guidelines published for NCIC/NCJIS/LEMS and DONS by this Division, DPS TAC/General Services Division and FBI.

Facilitates terminal operator training and testing for certification and/or re-certification

Maintains a terminal operator and terminal id control log

Conduct quarterly random audits utilizing JLink

Supervises the P&P Headquarters Assistant Terminal Agency Coordinator (ATAC)

Act as liaison to the command offices, for instructions in OTIS and all other programs used by the Division

Act as a Division liaison to staff providing technical support for computer hardware and software

Responding to inquiries regarding desktop support, hardware problems and OTIS

Researches and resolves issues and when necessary refers users to the EITS or programmer

Preferred training and/or experience to include supervisory, Microsoft Word, Microsoft Excel, JL Client, OTIS (Offender Tracking Information System) and experience with agency inventorying.

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, **Tuesday, March 8, 2016**. **If you have questions regarding this position, please contact Christine Edwards at 775-684-2620.**

When submitting your 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.