The **Highway Patrol Division** currently has a Departmental transfer opportunity for an **Admin Assistant IV in Carson City**.

This position is responsible for the Amber Light and Hazmat permitting for the Commercial Enforcement section of the Nevada Highway Patrol. Receive, review and evaluate applications for the permit programs to ensure program eligibility and compliance with all state and federal laws, regulations, policies, and appropriate program specific procedures. Collect payments, ensuring proper amounts have been received, coded and deposited. This position also performs fiscal functions for the division's MCSAP federal grant to include invoice approval, maintain declining balance spreadsheets, and weekly reconciliations.

This position is also responsible for supervising an Administrative Assistant 1 assigned to the Permit Section, to include developing/updating work performance standards, writing employee appraisal reports, training, coaching, etc.

The candidate should have intermediate Excel skills, working knowledge of IFS and state accounting policies and procedures.

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 11th, 2014. If you have questions regarding this position, please call Joni Brandt @ 775-684-4903.**

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.