

The **Highway Patrol Division** currently has a Departmental transfer opportunity for **Administrative Assistant III in Las Vegas**.

*This is a supervisory position responsible for the daily operations of the Front Office of the Highway Patrol Division, to include customer service, processing accident reports, correspondence, filing, telephone inquiries concerning citations and other clerical duties. Also, responsible for scheduling and evaluations of 5-6 civilian employees.*

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 pm, Wed, August 27, 2014**. **If you have questions regarding this position please call Georganne Farrah at 702-432-5292.**

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.*