

The **Director's Office** currently has a Departmental transfer opportunity for an **Administrative Assistant III in Carson City.**

This position provides administrative support for the Director's Office Contracts Management section. This includes screening new contracts and amendments to ensure compliance with the process, tracking all contracts and amendments to ensure timely execution and renewals, routing documents for signature, monitoring expiration dates of time sensitive documents, and assisting with informal bid solicitations. This position will also be the primary backup support for the Director's Office Executive Assistant. This backup support includes answering phones, scheduling meetings, making travel arrangements, scheduling the conference room, and opening/delivering mail.

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, Monday, June 15, 2015.** **If you have questions regarding this position please call Jennifer Bauer at 775-684-4698.**

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. Also, please elaborate your inventory and software (Excel and Advantage) experience.

*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.*