

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

Duties include:

Receptionist/Clerical Support

Dissemination of Public Safety Information to Criminal Justice Agencies

Records Management

Transcribing/Typing

Data Entry

Purchase Order Processing

Confidential Source File Management

Investigative Fund Management/Reconciliation

Process National Crime Center (NCIC) and Nevada Criminal Justice Information System and Requests

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, Monday, March 21, 2016. **If you have questions regarding this position, please call Sgt. Jeffrey Jourdan at 702-432-5090.**

When submitting a transfer request, please include the division you are presently working in, the geographical location, 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.