

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

The Administrative Assistant III is a supervisory-level position that performs a complex level of administrative support duties such as maintaining records and files, planning and preparation, composing and editing correspondence, data entry, office management, scheduling, facility management, financial accountability according to internal control policy and procedures, as well as a variety of assigned projects and reports for staff and management. This position works closely with all Department employees, allied agencies, non-governmental agencies and community partners.

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, September 15, 2017**. **If you have questions regarding this position, please contact Lt. Martin Mleczo at 702-432-5109.**

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.