

The **Parole & Probation Division** currently has a Departmental transfer opportunity for **Accounting Assistant I in Las Vegas**.

Process offenders reporting to this office; maintain records such as Orientation and PSI logs; receive money orders and checks and enter into correct accounts; answer offender questions regarding accounts and coordinate with HQ Fiscal on Fee issues; balance money, close deposits, secure money and ensure all funds go to the bank; provide monthly and yearly statistics to supervisor, command staff and Fiscal; provide coverage for other positions; train new personnel; perform other related functions as required.

ACCOUNTING ASSISTANT I

*EDUCATION AND EXPERIENCE: Graduation from high school or equivalent and one year of clerical experience, six months of which included accounts payable and/or accounts receivable responsibility; and the use of computer spreadsheets and a calculator by touch; **OR** graduation from high school or equivalent education supplemented by successful completion of a one-semester college course in bookkeeping or one year of high school bookkeeping and six months of clerical experience; **OR** an equivalent combination of education and experience.*

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, Wednesday, June 25, 2014**. If you have questions regarding this position please call **Lynda Waskom at 702-486-0918**.

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.