

The **Highway Patrol Division** currently has a Departmental transfer opportunity for **Accounting Assistant III in Carson City**.

This position is responsible for the direct supervision of three Accounting Assistant II's and one Accounting Assistant I assigned to the fiscal unit within the Nevada Highway Patrol. Duties include direct oversight of all accounting functions ensuring tasks are completed accurately and timely. This position is also responsible for accounts receivable, Point of Sale, and Desktop Check Scanning Systems; Pend 4 approval for division payables, stale claim submittals, and also serves as the asset seizure/forfeiture coordinator for the Nevada Highway Patrol.

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, May 5, 2014**. **If you have questions regarding this position, please call Joni Brandt at 775-684-4903.**

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.