

The Parole & Probation Division currently has a Departmental transfer opportunity for **Parole & Probation Specialist III in Reno.**

This position is one of two Specialist III's which work in the Fugitive Apprehension Unit (FAU) at the Reno office of the Division of Parole & Probation. The position's primary responsibility is to generate supplemental violation reports and arrest of violator letters, evaluate them for completeness, accurately and fully enter them into the Docs and Imaging application. The position will require serving the necessary documents to offenders housed in the local detention facility. He/she demonstrates good communication skills when in contact with law enforcement officers, offenders, staff or the public. The position exhibits excellent time management skills to ensure timely response to law enforcement contacts and efficient resolution to inquiries. The position must utilize applicable Federal, State, Department and Division laws/Statutes/procedures to ensure integrity of confidential and/or personal information. The position has additional responsibilities to coordinate and assign extraditions, monitor in custody offenders in-state/out-of-state, assign pre-parole investigations, monitor intrastate transfer caseload, gather warrants for special projects and represent the Division in court proceedings as necessary.

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, March 7, 2014.** **If you have questions regarding this position please call Lt. Richard Tiran at 775-684-2344.**

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.