

The **Highway Patrol Division, Research and Development** currently has a Departmental transfer opportunity for **Administrative Assistant II in Carson City**.

*This position will be responsible for maintaining accurate and up to date records of all of NHP's help desk tickets from the Openview Service Desk application; responsible for maintaining multiple spreadsheets, preparing correspondence and reports; completing purchase requests and routing appropriate documentation; and ensuring timely and accurate delivery of documents.*

*Additional requirements: To successfully complete the assigned tasks, candidates must have strong skills in Microsoft Word and Excel. Skills in Power Point and Visio are desired.*

If you are interested in transferring to this position, please submit your written request to [humanresources@dps.state.nv.us](mailto:humanresources@dps.state.nv.us) . Written requests will be accepted until **5:00 pm, Tuesday, July 23, 2013**. **If you have questions regarding this position, please call Lieutenant Tom Lawson at 775-684-7394.**

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.

*We have recently updated our process for Transfer Opportunities and 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.*