

Highway Patrol Division, Research and Planning 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 Open-view 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 . Written requests will be accepted until **5:00 pm, Tuesday, September 3, 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.

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