

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

*This position will be responsible to receive, review, code and process accounts payable which may include Travel, Contract, and Utility as assigned; responsible for the process of receiving all funds and making deposits by ensuring staff follows internal controls and controller's office policies; become competent in understanding the travel process as outlined in the State Administrative Manual (SAM), Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), and any DPS/NHP policies; Handle complete range of telephone calls for Highway Patrol from the public, regional staff, or command staff; develop and maintain a comprehensive desk procedure manual to include a schedule of repetitive tasks with an indication to minimum frequency to maintain acceptable performance levels; other duties as assigned.*

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, Friday, September 6, 2013**. If you have questions regarding this position, please call Karen Daly at 775-684-4469.

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.***