

The **Division of Parole and Probation** currently has a **Departmental** transfer opportunity for **Administrative Assistant III** at **P&P Headquarters in Carson City**. Below is a brief synopsis of this position.

Incumbent will supervise two Administrative Assistants within the General Services Unit, who provide routine administrative support to the Division by entering data in computer equipment and answering telephones; train and supervise the performance of assigned personnel; ensure work products meet established standards of quantity and quality; act as the Division's Terminal Agency Coordinator (TAC) to ensure the Division complies with regulations and guidelines for NCIC/NCJIS; represent the Division during all formal NCIC/NCJIS audits and act as the liaison to provide technical support for computer hardware and software. Incumbent must obtain NCIC/NCJIS certification within six months of employment and maintain certification every two years as a condition of employment.

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, October 4, 2013**. **If you have questions regarding this position, please call Lt. Robert Geraldo at (775) 684-2637.**

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.