

The **General Services Division** currently has a **Departmental transfer** opportunity for a **NCJIS Program Specialist Trainee** in Las Vegas. Please review some of the duties below:

*During the 12 month training period, under close supervision and according to established policies and procedures incumbent performs onsite and or mail in compliance audits for statewide criminal justice and non-criminal justice agencies to ensure compliance with federal and state laws, policies and procedures; plan, develop, implement, coordinate, and conduct audit program for compliance with policies and procedures; conduct research regarding related audits, state and federal laws and policies; evaluate audit materials for effectiveness and recommend and/or implement changes in audit processes. This position will also perform duties associated with the Control Systems Agency, which could include: monitoring quality control; approving/denying service requests; specialized audits; agency, terminal and user access; and background checks. The incumbent may be cross-trained in the following areas due to the fast paced, varied work assignment environment: NCJIS/NCIC Training NCJIS/NCIC Auditing Justice Link Enhancement/Development Civil Name Check Program Uniform Crime Reporting. Incumbents may progress to the entry level in the professional series upon meeting the minimum qualifications and with the approval of the appointing authority.*

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, Thursday, October 24, 2013**. If you have any questions regarding this position, please contact **Karen Haycox** at 702-486-3635.

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.*