

The **Highway Patrol Division** currently has a Departmental transfer opportunity for **Administrative Assistant III** in Reno.

The Administrative Assistant III position is a supervisory position in the front office of the administrative services section; directly supervises four Admin Assistant II's along with overseeing fiscal functions related to the front office, monthly reporting, and the handling records.

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, Monday, December 2, 2013**. **If you have questions regarding this position, please call Lt. Blair Harkleroad at 775-689-4606.**

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.