

The **Records, Communications, and Compliance Division (RCCD)** currently has a Departmental transfer opportunity for an **Administrative Assistant III** in the **Criminal Records Unit (CRU)** in **Carson City**.

*****Special Notes:**

- The work schedule for this position is Monday through Friday 3:30pm-12am.
- A hire is contingent upon successful completion of a drug screen for controlled substances.

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, December 17, 2021**. **If you have questions regarding this position, please call Judy Christenson at 775-684-6217.**

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 . You may also attach any documents or information you would like the division appointing authority to consider.