

The **Fire Marshal's Office (SFM)** currently has a Departmental transfer opportunity for an **Administrative Assistant II** in **Carson City**. The incumbent is the main point of contact for the Certificate of Compliance (C of C) program with the Nevada State Fire Marshal Division and handles the Fire and Life Safety compliance for child care, foster care, and health care facilities in the State of Nevada. As the data entry assistant, this employee works with the Bureau Chiefs for Licensing, Permitting, and Prevention as well as Engineering and Inspections. Their immediate supervisor is under the Financial Services Bureau and will assist as needed with the processing of checks received for certification renewals as well as work with the Bureau of Health Care Quality and Compliance and the Division of Child and Family Services to report compliance in the program.

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, Wednesday, January 26, 2022**. **If you have questions regarding this position please call Brandilyn Baxter at 775-684-7517.**

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. Also, please attach any documents or information you would like the division appointing authority to consider.