

The **Investigations Division (NDI)** currently has **two** Departmental transfer opportunities for an **Administrative Assistant III** in **Carson City**. The incumbent serves as a Communication Specialist within the SafeVoice Support Center. SafeVoice operates 24 hours a day, 7 days a week, 365 days a year and allows any person to anonymously and/or confidentially report any dangerous, violent or unlawful activities, or the threat of such activities, conducted on school property, at an activity sponsored by a public school, or on a school bus of a public school.

Special Requirements:

- Incumbents must pass the NCIC certification examination within six months of appointment and every two years thereafter as a condition of continuing employment.
- Positions require work on evenings, weekends, and/or holidays.
- The selected candidate will be required to undergo drug testing for controlled substances before a formal job offer can be extended.

If you are interested in transferring to one of these positions, please submit your written request to humanresources@dps.state.nv.us. Written requests will be accepted until **5:00 pm, Monday, December 6, 2021**. **If you have questions regarding these positions, please call Sergeant Desiree Mattice at 775-684-2587.**

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.