

The **Nevada Highway Patrol Division** (NHP) announces a transfer opportunity for an **Administrative Assistant IV** at **Carson City Headquarters**. The position is responsible for the Hazmat and Amber Light Permit programs as well as oversight of the Uniform Traffic Control/Statewide contract services. The position supervises one Administrative Assistant II.

If you are interested in transferring to this position, please submit your written request to humanresources@dps.state.nv.us. Based on the justification provided, approval has been obtained from the Director's Office for a one week posting period for this opportunity. As such, written requests will be accepted until **5:00 pm, Wednesday, November 24, 2021**. **If you have questions regarding this position, please call Kristi Defer at 775-684-4903.**

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.