

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

TEMPORARY MODIFIED DUTY

Class Code: 9100

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: Pay Grade (*) on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under supervision is responsible for completion of job related tasks as outlined by the receiving department. Duties are assigned in relation to the scope of the employee's disability as determined by a physician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May be required to assume supervisory responsibilities.
2. May be required to train other employees.
3. May be required to establish public contacts.
4. May be required to be involved in planning and organization.
5. May be required to meet deadlines.
6. May be required to work independently.
7. May be required to perform clerical duties.

DISTINGUISHING CHARACTERISTICS:

Employees placed in a modified duty position will remain in such a position until released from a physician to return to a position with full responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to interpret written and oral instructions.
2. Ability to maintain confidentiality of information.
3. Ability to work cooperatively with people.
4. Ability to work independently.
5. Ability to accept direction.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. Must be a current district employee with occupational injury status and released to return to work to a temporary modified duty position by a physician.

*Salary will be determined by the Occupational Rehabilitation Specialist, Risk Management and in compliance with pre-injury wage established by Clark County School District policy.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.