

**IN THE FIRST JUDICIAL DISTRICT COURT OF THE STATE OF
NEVADA AND THE CARSON CITY JUSTICE/MUNICIPAL COURT
IN AND FOR CARSON CITY**

IN THE MATTER OF THE
ADMINISTRATIVE ORDER RE:

CASE NO. # *24 OP 00001 1B*

ESTABLISHING THE SALARY AND BENEFITS FOR THE
UNCLASSIFIED COURT EMPLOYEES

REC'D & FILED
2024 MAY 24 AM 10:49
BY *William Scott Hoern*
WILLIAM SCOTT HOERN
CLERK

ADMINISTRATIVE ORDER:

WHEREAS, the First Judicial District Court Judges and the Carson City Justice/Municipal Court Judge were provided the 2024 compensation study performed by Pontifex Consulting Group (PCG) and Resolution No. 2024-R from the City Manager of Carson City. PCG performed the last compensation study in 2014, which included Unclassified Court positions; and

WHEREAS, the Courts directed the Court Administrator to compare the PCG compensation study to similar court positions in Washoe and Douglas counties for the Unclassified Court positions; and

WHEREAS, the First Judicial District Court Judges and the Carson City Justice/Municipal Court Judge reviewed the PCG compensation study, the Resolution No. 2024-R, setting forth the benefits for Carson City Unclassified Employees, as approved by the Carson City Board of Supervisors on May 24, 2024.

THE COURT FINDS that due to inflation, the state of the economy, and to remain competitive with the job market in the State of Nevada, salary increases are reasonable and necessary for the administration of justice.

IT IS HEREBY ORDERED that the Unclassified Court employees receive the same benefits as Carson City Unclassified employees as set forth in Resolution No. 2024-R.

IT IS HEREBY ORDERED that effective May 31, 2024, the pay ranges will be adjusted to the amounts set forth in Exhibit "A" Salary Schedule for Unclassified Court employees as attached hereto.

IT IS FURTHER ORDERED that effective May 31, 2024, all Unclassified Court employees will receive a one-time 5% salary increase unless an increase of more than 5% is necessary to place an employee who is currently below the adjusted salary range into the bottom of the salary range in Exhibit "A" Salary Schedule for Unclassified Court employees.

IT IS FURTHER ORDERED that beginning on July 1, 2024, and on July 1 of each year thereafter, all Unclassified Court employees will receive a 2% cost-of-living increase and the bottom of each salary range in Exhibit "A" Salary Schedule for Unclassified Court employees will be adjusted upward by 2%.

IT IS FURTHER ORDERED that the Court Administrator works with the Carson City Human Services Department and the Carson City Finance Department to implement the "Salary Schedule" for the Unclassified Court employees.

IT IS FURTHER ORDERED that this Administrative Order and Exhibit "A" Salary Schedule for Unclassified Court employees attached hereto shall be filed with the First Judicial District Court Clerk's Office and copies disseminated by the clerk to the Carson City City's Managers Office, Human Resources, Finance Department, and District Attorney's Office.

DATED this 24th day of May, 2024.


JAMES T. RUSSELL
District Court Judge


KRISTIN LUIS
District Court Judge

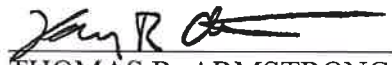

THOMAS R. ARMSTRONG
Justice of the Peace
Municipal Court Judge

EXHIBIT "A" SALARY SCHEDULE FOR UNCLASSIFIED COURT EMPLOYEES

P203 Current Range: \$62,812.07 - \$94,218.14 Pontifex Proposed Range: \$68,851.71 - \$110,162.73 Total Positions: 8						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
623	P203	4700	DISTRICT/JUSTICE COURT	651	JUDICIAL ASSISTANT	
836	P203	4300	JUVENILE COURT	651	JUDICIAL ASSISTANT	
1973	P203	4700	DISTRICT/JUSTICE COURT	651	JUDICIAL ASSISTANT	
2435	P203	4700	DISTRICT/JUSTICE COURT	628	JUSTICE COURT SUPERVISOR	
2680	P203	4700	DISTRICT/JUSTICE COURT	832	DIST COURT SUPERVISOR	
5404	P203	4700	DISTRICT/JUSTICE COURT	651	JUDICIAL ASSISTANT	
5655	P203	2705	JUVENILE PROBATION	933	MENTAL HEALTH COUNSELOR	
5690	P203	2705	JUVENILE PROBATION	933	MENTAL HEALTH COUNSELOR	
L101 Current Range: \$55,479.19 - \$83,218.79 Pontifex Proposed Range: \$68,851.71 - \$110,162.73 Total Positions: 2						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
6128	L101	4700	DISTRICT/JUSTICE COURT	684	LAW CLERK	
6138	L101	4700	DISTRICT/JUSTICE COURT	684	LAW CLERK	
M301 Current Range: \$65,849.07 - \$98,773.63 Pontifex Proposed Range: \$72,180.72 - \$115,489.16 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
4790	M301	2705	JUVENILE PROBATION	827	DEPARTMENT BUSINESS MANAGER	
P301 Current Range: \$69,092.83 - \$103,640.42 Pontifex Proposed Range: \$75,736.89 - \$121,179.02 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
5911	P301	4700	DISTRICT/JUSTICE COURT	653	COURT TECH PROJ COORDINATOR	
P401 Current Range: \$76,003.03 - \$114,003.42 Pontifex Proposed Range: \$83,310.52 - \$133,296.83 Total Positions: 2						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
2888	P401	2706	JUVENILE DETENTION	889	DETENTION MANAGER	
4950	P401	4700	DISTRICT/JUSTICE COURT	834	COURT FISCAL SERVICES MGR	
M201 Current Range: \$92,546.86 - \$138,820.87 Pontifex Proposed Range: \$101,445.85 - \$162,313.36 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
3651	M201	4700	DISTRICT/JUSTICE COURT	147	ASSISTANT COURT ADMINISTRATOR	
M202 Current Range: \$92,662.98 - \$138,995.05 Pontifex Proposed Range: \$101,573.14 - \$162,517.02 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
1784	M202	2705	JUVENILE PROBATION	510	DEPUTY CHIEF JUV PROBATION	
L401 Current Range: \$110,495.47 - \$176,792.54 Pontifex Proposed Range: \$125,964.74 - \$201,543.59 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
3414	L401	4300	JUVENILE COURT	309	JUVENILE MAGISTRATE	
D101 Current Range: \$100,450.65 - \$160,720.82 Change Range to D201 \$125,964.74 - \$201,543.59 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
3285	D101	4700	DISTRICT/JUSTICE COURT	146	COURT ADMINISTRATOR	
Pontifex Proposed D101				Range: \$114,513 - \$183,221		
Washoe County						
2ND DISTRICT COURT ADMINISTRATOR			Range: \$206,835 - \$289,577			
RENO JUSTICE COURT ADMINISTRATOR			Range: \$164,902 - \$230,859			
SPARKS JUSTICE COURT ADMINISTRATOR			Range: \$140,192 - \$196,289			
DOUGLAS COUNTY 9TH DISTRICT COURT COURT ADMINISTRATOR			Range: \$130,769 - \$211,848			
D101 Current Range: \$100,450.65 - \$160,720.82 Change Range to D203 \$125,964.74 - \$201,543.59 Total Positions: 1						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
4134	D101	2705	JUVENILE PROBATION	99	CHIEF JUVENILE PROBATION OFFCR	
Pontifex Proposed D101				Range: \$114,513 - \$183,221		
Washoe County						
DIRECTOR OF JUVENILE SERVICES			\$169,728 - \$237,640			
DIVISION DIRECTOR JUVENILE SERVICES			\$164,902 - \$230,859			
Douglas County						
CHIEF OF JUVENILE SERVICES			\$130,769 - \$211,848			
DIRECTOR OF JUVENILE CAMP SERVICES			\$130,769 - \$211,848			