

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

*BY*  
WILLIAM SCOTT HOEN  
CLERK  
2024 MAY 24 AM 10:49

REC'D & FILED

**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 24<sup>th</sup> 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**

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