

**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. # 240P00001B

ESTABLISHING THE SALARY AND BENEFITS FOR THE
UNCLASSIFIED COURT EMPLOYEES

REC'D & FILED
2024 MAY 29 PM 3:19
WILLIAM SCOTT HODEN
BY 

AMENDED ADMINISTRATIVE ORDER:

WHEREAS, the First Judicial District Court Judges and the Carson City Justice/Municipal Court Judge issued Administrative Order #24 OP 00001 1B on May 24, 2024 and;

WHEREAS, an error was discovered in the proposed range for the Law Clerk positions.

IT IS HEREBY ORDERED that Exhibit "A" Salary Schedule for Unclassified Court employees as attached hereto be amended to reflect the correct salary range as proposed by the Pontifex Consulting Group for the Law Clerk positions.


IT IS HEREBY ORDERED that all other orders remain in full force and effect.

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 "Amended Salary Schedule" for the Unclassified Court employees.

IT IS FURTHER ORDERED that this Administrative Order and the Exhibit "A" Amended 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 29 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" AMENDED 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: \$60,813.73 - \$97,301.97 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		