

**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 CLASSIFIED COURT EMPLOYEES

REC'D & FILED
2024 MAY 24 AM 10:49
WILLIAM SCOTT HOEHL
CLERK
BY *[Signature]*

ADMINISTRATIVE ORDER:

WHEREAS, the First Judicial District Court Judges and the Carson City Justice/Municipal Court Judges were provided the 2024 compensation study performed by Pontifex Consulting Group (PCG) from the City Manager of Carson City. PCG performed the last compensation study in 2014 which included Classified Court positions and salary range recommendations.

WHEREAS, the First Judicial District Court and Justice/Municipal Court Judge issued Administrative Order #14 OP 00001 1B on May 29, 2014, establishing a "Salary Schedule" for Classified Court employees considering the PCG compensation study. Each Classified Court employee was placed in a specific salary range that included the Public Employee's Retirement System (Employee/Employer Paid or Employer Paid) designations; and

WHEREAS, the First Judicial District Court Judges and the Carson City Justice/Municipal Court Judge directed the Court Administrator to review the PCG compensation study and to compare similar court positions in Washoe and Douglas counties; and

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; and

IT IS HEREBY ORDERED that effective May 31, 2024, the bottom and top of each salary range in Exhibit "A" Salary Schedule for Classified Court employees as attached hereto will be adjusted as set forth.

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

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

IT IS FURTHER ORDERED that effective July 1, 2025, all Classified Court employees will receive a cost-of-living increase of 2% and the bottom and top of each salary range in Exhibit "A" Salary Schedule for Classified Court employees will be adjusted upward by 2%.

IT IS FURTHER ORDERED that the Classified Court employees receive the same benefits as Carson City Classified employees.

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

IT IS FURTHER ORDERED that this Administrative Order and Exhibit "A" Salary Schedule for Classified 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

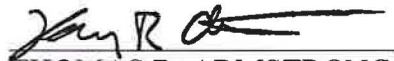

THOMAS R. ARMSTRONG
Justice of the Peace
Municipal Court Judge

EXHIBIT "A" SALARY SCHEDULE FOR COURT CLASSIFIED COURT EMPLOYEES

T101 (EE/ER) Current Range: \$49,437.96 - \$74,157.72 Proposed Range: \$58,707.45 - \$82,190.43						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>6082</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>5931</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>5947</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>5970</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>5973</u>	T101	4700	DISTRICT/JUSTICE COURT	154	JUDICIAL CLERK I COLLECTIONS	
<u>5976</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
	Total Positions	6				
T102 (ER) Current Range: \$41,656.94 - \$62,485.80 Proposed Range: \$49,467.80 - \$69,254.92						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>5466</u>	T102	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>5647</u>	T102	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK I	
<u>4870</u>	T102	2705	JUVENILE PROBATION	723	JUVENILE SRVS SUP SPECIALIST I	
<u>3643</u>	T102	4700	DISTRICT/JUSTICE COURT	666	COURT INTERPRETER I	
	Total Positions	4				
T201 (EE/ER) Current Range: \$54,382.38 - \$81,573.44 Proposed Range: \$64,578.50 - \$90,409.90						
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>4544</u>	T201	4300	JUVENILE COURT	652	JUDICIAL CLERK II	
<u>5986</u>	T201	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>6024</u>	T201	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>5329</u>	T101	4700	DISTRICT/JUSTICE COURT	698	JUDICIAL CLERK II	
<u>5960</u>	T101	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
	Total Positions	5				

EXHIBIT "A" SALARY SCHEDULE FOR COURT CLASSIFIED COURT EMPLOYEES

T202 (ER)		Current Range: \$45,822.92 - \$68,734.64			Proposed Range: \$54,414.84 - \$76,180.78	
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>5796</u>	T202	4700	DISTRICT/JUSTICE COURT	652	JUDICIAL CLERK II	
<u>5888</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>5275</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>4974</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>5103</u>	T202	4700	DISTRICT/JUSTICE COURT	652	JUDICIAL CLERK II	
<u>5153</u>	T202	4700	DISTRICT/JUSTICE COURT	155	JUDICIAL CLERK II COLLECTIONS	
<u>4929</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>4599</u>	T202	4300	JUVENILE COURT	652	JUDICIAL CLERK II	
<u>4552</u>	T202	2705	JUVENILE PROBATION	727	JUVENILE SRVS SUPPORT SPEC II	
<u>4256</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>3453</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>3549</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>2815</u>	T202	4700	DISTRICT/JUSTICE COURT	652	JUDICIAL CLERK II	
<u>2882</u>	T202	2706	JUVENILE DETENTION	623	YOUTH ADVISOR	
<u>1551</u>	T202	4700	DISTRICT/JUSTICE COURT	652	JUDICIAL CLERK II	
	Total Positions	15				
T402 (ER)		Current Range: \$55,445.78 - \$83,168.02			Proposed Range: \$65,841.56 - \$92,178.18	
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>2649</u>	T402	4700	DISTRICT/JUSTICE COURT	655	SENIOR CLERK	
<u>3338</u>	T402	4700	DISTRICT/JUSTICE COURT	655	SENIOR CLERK	
	Total Positions	2				

EXHIBIT "A" SALARY SCHEDULE FOR COURT CLASSIFIED COURT EMPLOYEES

<u>S101 (EE/ER)</u>		Current Range:	\$62,219.56 - \$93,331.16			Proposed Range: \$73,885.97 - \$103,440.36
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>5274</u>	S101	2706	JUVENILE DETENTION	535	DETENTION SHIFT SUPERVISOR	
	Total Positions	1				
<u>S102 (ER)</u>		Current Range:	\$52,426.92 - \$78,641.42			Proposed Range: \$62,257.46 - \$87,160.45
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>4027</u>	S102	2706	JUVENILE DETENTION	535	DETENTION SHIFT SUPERVISOR	
<u>4083</u>	S102	2706	JUVENILE DETENTION	535	DETENTION SHIFT SUPERVISOR	
<u>4615</u>	S102	2706	JUVENILE DETENTION	535	DETENTION SHIFT SUPERVISOR	
	Total Positions	3				
<u>A301 (EE/ER)</u>		Current Range:	\$45,756.36 - \$68,635.06			Proposed Range: \$54,335.49 - \$76,069.68
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>5439</u>	A301	2706	JUVENILE DETENTION	729	JUVENILE COOK	
	Total Positions	1				
<u>A402 (ER)</u>		Current Range:	\$42,229.98 - \$63,345.88			Proposed Range: \$50,148.53 - \$70,207.95
Emp #	Pay Grade	Location	Location Description	Job Class	Job Class Description	
<u>4936</u>	A402	2705	JUVENILE PROBATION	730	JUVENILE SERV OUTREACH SPEC	
	Total Positions	1				