

**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 SALARIES FOR THE
SENIOR JUVENILE PROBATION OFFICER,
JUVENILE PROBATION OFFICERS,
MARSHALS AND BAILIFFS

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

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) from the City Manager of Carson City. PCG performed the last compensation study in 2014 which included the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, Bailiffs, and salary range recommendations; and

WHEREAS, the First Judicial District Court and Justice/Municipal Court Judges issued Administrative Order #14 OP 00001 1B on May 29, 2014, establishing a "Salary Schedule" for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs considering the PCG compensation study. The Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs were placed in specific salary ranges including 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 law enforcement positions in Carson City, Washoe and Douglas Counties.

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 effective May 31, 2024, the bottom and top of each salary range in Exhibit "A" Salary Schedule for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs as attached hereto will be adjusted as set forth.

IT IS FURTHER ORDERED that effective May 31, 2024, the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs 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 the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs.

IT IS FURTHER ORDERED that effective July 1, 2024, the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs will receive a cost-of-living increase of 2% and the bottom and top of each salary range in Exhibit "A" Salary Schedule for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs will be adjusted upward by 2%.

IT IS FURTHER ORDERED that effective July 1, 2025, the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs will receive a cost-of-living increase of 2% and the bottom and top of each salary range in Exhibit "A" Salary Schedule for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs will be adjusted upward by 2%.

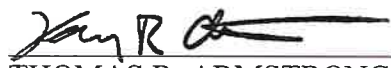
IT IS FURTHER ORDERED that the Court Administrator works with the Carson City Human Services Department and the Carson City Finance Department to implement the "Salary Schedule" for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs.

IT IS FURTHER ORDERED that this Administrative Order and Exhibit "A" Salary Schedule for the Senior Juvenile Probation Officer, Juvenile Probation Officers, Marshals, and Bailiffs 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 SENIOR JUVENILE PROBATION OFFICER,
JUVENILE PROBATION OFFICERS, MARSHALS AND BAILIFFS**

JPOS Current Range: \$56,523.48 - \$84,784.44		Proposed Range: \$67,121.26 - \$93,969.77		
Emp #	Pay Grade	Location	Job Class	Job Class Description
<u>788</u>	JPOS	4700	836	MARSHAL/BAILIFF
<u>2605</u>	JPOS	4700	836	MARSHAL/BAILIFF
<u>2667</u>	JPOS	4700	836	MARSHAL/BAILIFF
<u>3220</u>	JPOS	4700	836	MARSHAL/BAILIFF
<u>5680</u>	JPOS	4700	836	MARSHAL/BAILIFF
<u>952</u>	JPOS	4300	836	MARSHAL/BAILIFF
<u>4243</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
<u>4388</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
<u>4514</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
<u>4555</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
<u>4773</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
<u>5395</u>	JPOS	2705	306	JUVENILE PROBATION OFFICER
	Total Positions: 12			
M501 Current Range: \$65,181.74 - \$97,771.96		Increase Range: \$103,230.40 - \$130,642.00		
Emp #	Pay Grade	Location	Job Class	Job Class Description
<u>4786</u>	M501	2705	890	SR JUVENILE PROBATION OFFICER
	Total Positions: 1			(Supervises)
Pontifex Proposed M501				Range: \$77,403.01 - \$108,364.21.
Washoe County Sworn Program Manager (Supervises)				Range: \$107,723.20 - \$140,046.40.
Carson City Sheriff's Office Sergeant (Supervises)				Range: \$103,230 - \$130,624.00.
Washoe County Senior Juvenile Probation Officer (Does not supervise).				
Douglas County Senior Juvenile Probation Officer (Does not supervise).				