

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

2024 MAY 30 AM 11:52

WILLIAM SCOTT HOEN  
CLERK

BY 

IN THE MATTER OF THE  
ADMINISTRATIVE ORDER RE:

CASE NO. #

ESTABLISHING THE SALARY AND BENEFITS FOR THE  
UNCLASSIFIED COURT EMPLOYEES

**SECOND 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 an Amended Administrative Order on May 29, 2024;

WHEREAS, a discrepancy was discovered in the following order; and

WHEREAS, beginning on July 1, 2024, and on July 1 of each year thereafter, all of the  
unclassified court employees will receive a 2% cost-of-living increase and the bottom and the top  
of each salary range will be adjusted upward by 2%.


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

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 30 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**

| <b>P203 Current Range:</b>                            |                  | <b>\$62,812.07 - \$94,218.14</b>   |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$68,851.71 - \$110,162.73</b>  |  | <b>Total Positions: 8</b> |  |
|---|------------------|------------------------------------|-----------------------------|---------------------------------|--------------------------------|------------------------------------|--|---------------------------|--|
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 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        |                                    |  |                           |  |
| <b>L101 Current Range:</b>                            |                  | <b>\$55,479.19 - \$83,218.79</b>   |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$60,813.73 - \$97,301.97</b>   |  | <b>Total Positions: 2</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 6128  | L101             | 4700                               | DISTRICT/JUSTICE COURT      | 684                             | LAW CLERK                      |                                    |  |                           |  |
| 6138  | L101             | 4700                               | DISTRICT/JUSTICE COURT      | 684                             | LAW CLERK                      |                                    |  |                           |  |
| <b>M301 Current Range:</b>                            |                  | <b>\$65,849.07 - \$98,773.63</b>   |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$72,180.72 - \$115,489.16</b>  |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 4790  | M301             | 2705                               | JUVENILE PROBATION          | 827                             | DEPARTMENT BUSINESS MANAGER    |                                    |  |                           |  |
| <b>P301 Current Range:</b>                            |                  | <b>\$69,092.83 - \$103,640.42</b>  |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$75,736.89 - \$121,179.02</b>  |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 5911  | P301             | 4700                               | DISTRICT/JUSTICE COURT      | 653                             | COURT TECH PROJ COORDINATOR    |                                    |  |                           |  |
| <b>P401 Current Range:</b>                            |                  | <b>\$76,003.03 - \$114,003.42</b>  |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$83,310.52 - \$133,296.83</b>  |  | <b>Total Positions: 2</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 2888  | P401             | 2706                               | JUVENILE DETENTION          | 889                             | DETENTION MANAGER              |                                    |  |                           |  |
| 4950  | P401             | 4700                               | DISTRICT/JUSTICE COURT      | 834                             | COURT FISCAL SERVICES MGR      |                                    |  |                           |  |
| <b>M201 Current Range:</b>                            |                  | <b>\$92,546.86 - \$138,820.87</b>  |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$101,445.85 - \$162,313.36</b> |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 3651  | M201             | 4700                               | DISTRICT/JUSTICE COURT      | 147                             | ASSISTANT COURT ADMINISTRATOR  |                                    |  |                           |  |
| <b>M202 Current Range:</b>                            |                  | <b>\$92,662.98 - \$138,995.05</b>  |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$101,573.14 - \$162,517.02</b> |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 1784  | M202             | 2705                               | JUVENILE PROBATION          | 510                             | DEPUTY CHIEF JUV PROBATION     |                                    |  |                           |  |
| <b>L401 Current Range:</b>                            |                  | <b>\$110,495.47 - \$176,792.54</b> |                             | <b>Pontifex Proposed Range:</b> |                                | <b>\$125,964.74 - \$201,543.59</b> |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 3414  | L401             | 4300                               | JUVENILE COURT              | 309                             | JUVENILE MAGISTRATE            |                                    |  |                           |  |
| <b>D101 Current Range:</b>                            |                  | <b>\$100,450.65 - \$160,720.82</b> |                             | <b>Change Range to D201</b>     |                                | <b>\$125,964.74 - \$201,543.59</b> |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 3285  | D101             | 4700                               | DISTRICT/JUSTICE COURT      | 146                             | COURT ADMINISTRATOR            |                                    |  |                           |  |
| <b>Pontifex Proposed D101</b>                         |                  |                                    |                             | <b>Range:</b>                   | <b>\$114,513 - \$183,221</b>   |                                    |  |                           |  |
| <b>Washoe County</b>                                  |                  |                                    |                             |                                 |                                |                                    |  |                           |  |
| 2ND DISTRICT COURT ADMINISTRATOR                      |                  |                                    | <b>Range:</b>               |                                 | <b>\$206,835 - \$289,577</b>   |                                    |  |                           |  |
| RENO JUSTICE COURT ADMINISTRATOR                      |                  |                                    | <b>Range:</b>               |                                 | <b>\$164,902 - \$230,859</b>   |                                    |  |                           |  |
| SPARKS JUSTICE COURT ADMINISTRATOR                    |                  |                                    | <b>Range:</b>               |                                 | <b>\$140,192 - \$196,289</b>   |                                    |  |                           |  |
| DOUGLAS COUNTY 9TH DISTRICT COURT COURT ADMINISTRATOR |                  |                                    | <b>Range:</b>               |                                 | <b>\$130,769 - \$211,848</b>   |                                    |  |                           |  |
| <b>D101 Current Range:</b>                            |                  | <b>\$100,450.65 - \$160,720.82</b> |                             | <b>Change Range to D203</b>     |                                | <b>\$125,964.74 - \$201,543.59</b> |  | <b>Total Positions: 1</b> |  |
| <b>Emp #</b>  | <b>Pay Grade</b> | <b>Location</b>                    | <b>Location Description</b> | <b>Job Class</b>                | <b>Job Class Description</b>   |                                    |  |                           |  |
| 4134  | D101             | 2705                               | JUVENILE PROBATION          | 99                              | CHIEF JUVENILE PROBATION OFFCR |                                    |  |                           |  |
| <b>Pontifex Proposed D101</b>                         |                  |                                    |                             | <b>Range:</b>                   | <b>\$114,513 - \$183,221</b>   |                                    |  |                           |  |
| <b>Washoe County</b>                                  |                  |                                    |                             |                                 |                                |                                    |  |                           |  |
| DIRECTOR OF JUVENILE SERVICES                         |                  |                                    |                             |                                 | <b>\$169,728 - \$237,640</b>   |                                    |  |                           |  |
| DIVISION DIRECTOR JUVENILE SERVICES                   |                  |                                    |                             |                                 | <b>\$164,902 - \$230,859</b>   |                                    |  |                           |  |
| <b>Douglas County</b>                                 |                  |                                    |                             |                                 |                                |                                    |  |                           |  |
| CHIEF OF JUVENILE SERVICES                            |                  |                                    |                             |                                 | <b>\$130,769 - \$211,848</b>   |                                    |  |                           |  |
| DIRECTOR OF JUVENILE CAMP SERVICES                    |                  |                                    |                             |                                 | <b>\$130,769 - \$211,848</b>   |                                    |  |                           |  |