



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: October 14, 2025

DATE: September 3, 2025

TO: Board of County Commissioners

FROM: Cynda Horning, Court Administrator, Sparks Justice Court
(775) 353-7610, chorning@washoecounty.gov

THROUGH: Kevin Higgins, Chief Justice of the Peace

SUBJECT: Recommendation to acknowledge and approve, effective October 20, 2025, for Sparks Justice Court, three (3) reclassifications/position updates [-\$64,390] and increase the Court's contracted/temporary services budget [\$64,390]. Reclassify 40-hour/week Court Clerk position (70011476), pay grade J140, to a 35-hour/week Court Clerk position [-\$16,586]. Reclassify 40-hour/week Court Clerk Lead position (70000359), pay grade J150, to a 40-hour/week Court Clerk, pay grade J140 [-\$11,527]. Reclassify 40-hour/week Certified Court Interpreter position (70012427), pay grade J160, to a 40-hour/week Interpreter Clerk, pay grade J130 [-\$36,277]. Increase the Court's contracted/temporary services budget [\$64,390] and direct Human Resources and Finance to make the necessary changes. [\$0 net impact]. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

The Sparks Justice Court requests approval of three (3) reclassifications/position updates, which will result in a 0.125 Full-Time Equivalent (FTE) reduction. The requested changes reflect the Court's ongoing analysis of operational needs.

Washoe County Strategic Objective supported by this item: Fiscal Sustainability

PREVIOUS ACTION

On May 20, 2025, the Board of County Commissioners approved the creation of a new Certified Court Interpreter, position number 70012427.

On May 23, 2023, the Board of County Commissioners approved a classification and compensation study that changed the title associated with position number 70000359 from Court Clerk II to Court Clerk Lead, effective August 14, 2023.

AGENDA ITEM # _____

On May 23, 2023, the Board of County Commissioners approved a classification and compensation study that changed the title associated with position number 70011476 from Court Clerk I to Court Clerk.

On May 17, 2022, the Board of County Commissioners approved the creation of a new Court Clerk I, position number 70011476 effective July 1, 2022.

BACKGROUND

In the FY26 budget process the Court evaluated operations, eliminated two positions, reduced one position from 1.0 FTE to .75 FTE, and created a Certified Court Interpreter. After a recent installation of remote interpreter technology, the need for a full time Certified Court Interpreter has changed, and Court requests to make that position an Interpreter Clerk. Additionally, the Court no longer requires position 70000359 to be lead position, as those duties are being delegated to an Assistant Court Administrator. The Court is reclassifying these positions and using the savings for contract/temp services.

FISCAL IMPACT

There is no fiscal impact.

Reclass Position 70011476	-\$16,586
Reclass Position 70000359	-\$11,527
Reclass Position 70012427	-\$36,277
Create GL budget 710110 CC125400	\$64,390

RECOMMENDATION

Recommendation to acknowledge and approve, effective October 20, 2025, for Sparks Justice Court, three (3) reclassifications/position updates [-\$64,390] and increase the Court's contracted/temporary services budget [\$64,390]. Reclassify 40-hour/week Court Clerk position (70011476), pay grade J140, to a 35-hour/week Court Clerk position [-\$16,586]. Reclassify 40-hour/week Court Clerk Lead position (70000359), pay grade J150, to a 40-hour/week Court Clerk, pay grade J140 [-\$11,527]. Reclassify 40-hour/week Certified Court Interpreter position (70012427), pay grade J160, to a 40-hour/week Interpreter Clerk, pay grade J130 [-\$36,277]. Increase the Court's contracted/temporary services budget [\$64,390] and direct Human Resources and Finance to make the necessary changes. [\$0 net impact].

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move that the Board of County Commissioners approve and acknowledge, effective October 20, 2025, for Sparks Justice Court, three (3) reclassifications/position updates [-\$64,390] and increase the Court's contracted/temporary services budget [\$64,390]. Reclassify 40-hour/week Court Clerk position (70011476), pay grade J140, to a 35-hour/week Court Clerk position [-\$16,586]. Reclassify 40-hour/week Court Clerk Lead position (70000359), pay grade J150, to a 40-hour/week Court Clerk, pay grade J140 [-\$11,527]. Reclassify 40-hour/week Certified Court Interpreter position (70012427), pay grade J160, to a 40-hour/week Interpreter Clerk, pay grade J130 [-\$36,277]. Increase the

Court's contracted/temporary services budget [\$64,390] and direct Human Resources and Finance to make the necessary changes. [\$0 net impact].