

IN THE SUPREME COURT OF THE STATE OF ALASKA  
ORDER NO. 1107

Relating to Magistrate  
Salaries.

IT IS ORDERED:

Supreme Court Order No. 1089 is rescinded and the following is adopted as the magistrate salary schedule:

1. There are established six salary levels for magistrate posts. The base annual salary for each level is as follows:

Magistrate I	\$12,156
Magistrate II	\$17,136
Magistrate III	\$24,432
Magistrate IV	\$37,428
Magistrate V	\$47,640
Magistrate VI	\$55,584

Geographic cost of living adjustments shall be provided in accordance with applicable statutes.

2. Each magistrate location has been assigned to a salary level based on the number of hours which the court system expects the magistrate at that location to work in order to accomplish the estimated court workload at that location. The minimum number of hours of work required of the magistrates in each salary level are as follows:

<u>Salary Level</u>	<u>Hours Per Week (annual average)</u>
Magistrate I	15
Magistrate II	20
Magistrate III	27.5
Magistrate IV	37.5
Magistrate V	37.5
Magistrate VI	37.5

This is an annual average of the weekly work hours. Seasonal variations in workload at certain locations will require the magistrates at those locations to work longer hours during some parts of the year and shorter hours during other parts of the year.

The salaries listed in section 1. above are for the number of hours per week listed in section 2. plus 24-hour on-call availability for emergencies. These

salaries also include compensation for full-time attendance at all required training courses.

3. Magistrate positions are allocated to the salary levels as follows:

Magistrates VI

Bethel	Kodiak	Seward
Kenai	Palmer	Sitka

Magistrate V

Barrow	Dillingham	Nome
Craig	Kotzebue	Unalaska
		Wrangell

Magistrate IV

Aniak	Glennallen	Nenana/Healy
Cordova	Haines	Petersburg
Delta Junction	Hoonah	Tok
Galena/McGrath	Naknek	Unalakleet

Magistrate III

Emmonak	Savoonga	Skagway
Kiana/Noorvik/Selawik		St. Mary's/Mt. Village
Sand Point		Yakutat

Magistrate II

Ft. Yukon	Kake	Shungnak
Gambell	Quinhagak	St. Paul Island

Magistrate I

Angoon	Mekoryuk	Tanana
Cold Bay	Pelican	Tununak
Hooper Bay	Pt. Hope	Whittier

4. Step increases.

A. Frequency and amount.

All magistrates are eligible for step increases of 3.5% annually for the first five years of their service. The procedure for granting step increases shall be patterned after that which applies to classified employees except that part-time magistrates will not be required to work 1,950 hours before being eligible to receive an annual raise. There will be a total of five steps of annual increases followed by longevity steps after the seventh, ninth, fourteenth and eighteenth years of continuous employment at one salary level.

If a magistrate's salary level is raised, the magistrate's salary step within the higher level will be determined by the same method used for classified employees (see Personnel Rule 6.03).

B. Criteria for receiving step increases.

- (1) Tenure - one year in step.
- (2) Successful completion of all correspondence courses administered by Magistrate Services. (Requirement of Special Order of the Chief Justice No. 956.)
- (3) Attendance at all required training conferences unless excused by the presiding judge. (Requirement of Special Order of the Chief Justice No. 956.)
- (4) For magistrates in locations with full-time clerks, a designee of the presiding judge must visit the court location and provide written verification that the magistrate's Alaska Statutes and Alaska Administrative Code are correctly supplemented.
- (5) For magistrates in locations without a full-time clerk, a designee of the presiding judge must visit the court location and provide written verification of the following:

- a. The Alaska Statutes and Alaska Administrative Code are correctly supplemented.
  - b. Indexes have been properly prepared and maintained for all cases as required by Administrative Bulletin No. 48.
  - c. Case files have been set up for all cases and all documents have been filed in the case files as required by Administrative Bulletin No. 48.
  - d. All court proceedings have been recorded on audio cassettes and the cassettes numbered and maintained as required by Administrative Bulletin Nos. 20, 21 and 23.
  - e. The yellow log note file is maintained as required by Administrative Bulletin No. 22.
  - f. All accounting records (including receipts, revenue deposits, trust deposits, and trust checks) are properly completed and maintained; accounting information is correctly entered in case related records (e.g. case number assignment sheets); and all required accounting reports are timely submitted to Administrative Accounting.
  - g. Case reporting (statistics) procedures for the court are followed and the information timely submitted, as required by Technical Operations.
- (6) Written approval by the presiding judge stating that the magistrate is performing all judicial, clerical, administrative and other duties adequately.

C. Implementation.

All magistrates who are in office on January 1, 1981, will start at Step A of their designated salary level. The anniversary date for all such magistrates will be January 16. The anniversary date of all magistrates hired or promoted after January 1, 1981, will be the 16th of the month following their date of hire or promotion.

5. Review of Classification.

All magistrate positions shall be reviewed annually by the director of personnel to assure correct classification. These reviews shall be based on statistical evaluation of duties accomplished by each magistrate. The magistrate salary at every location must be reevaluated by the director of personnel whenever a vacancy occurs. Vacancies may not be advertised until the salary for that position has been re-evaluated and any recommended changes for reclassification of the position have been approved by the chief justice.

6. Change in Classification.

The director of personnel shall recommend to the chief justice salary increases based upon reclassification of magistrate positions after first conferring with the area court administrator and the presiding judge of the judicial district in which the magistrate is located. The director of personnel shall recommend to the chief justice that a magistrate position be refilled at a lower level upon the position becoming vacant, after first conferring with the area court administrator and presiding judge for that judicial district.

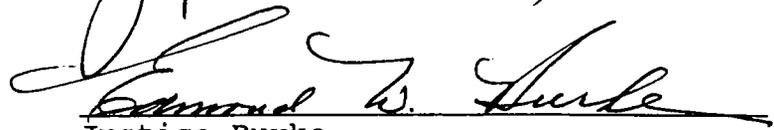
7. Compensation for part-time magistrates asked to do extra work.

If a part-time magistrate (Levels I, II and III) is asked to serve in another court location to replace another magistrate or a district court judge for a period of time, the part-time magistrate must receive compensation for the additional hours worked.

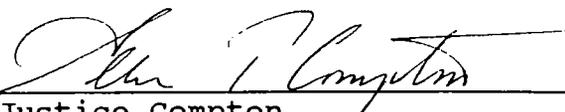
DATED: September 17, 1992

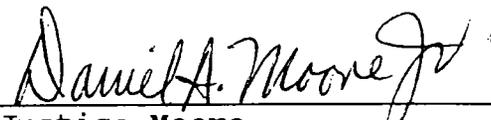
EFFECTIVE: nunc pro tunc to January 1, 1992

  
\_\_\_\_\_  
Chief Justice Rabinowitz

  
\_\_\_\_\_  
Justice Burke

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Justice Matthews

  
\_\_\_\_\_  
Justice Compton

  
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Justice Moore