

THE SUPREME COURT OF THE STATE OF ALASKA
ORDER NO. 667

Relating to Magistrate
Salaries.

IT IS ORDERED:

Supreme Court Order No. 613 is rescinded and the following is adopted as the magistrate salary schedule: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	\$11,202
Magistrate II	\$15,805
Magistrate III	\$22,525
Magistrate IV	\$34,499
Magistrate V	\$43,915
Magistrate VI	\$51,240

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:

<u>Magistrates VI</u>		
Kenai	Kodiak	Palmer
Sitka		
<u>Magistrate V</u>		
Barrow	Glennallen	Nome
Bethel	Kotzebue	Seward

Magistrate IV

Cordova	Galena/McGrath	Petersburg
Craig	Haines	Tok
Delta Junction	Naknek	Unalakleet
Dillingham	Nenana/Healy	Wrangell

Magistrate III

Aniak	Hoonah	Selawik
Cold Bay	Take	Yakutat
Ft. Yukon	Savoonga	

Magistrate II

Emmonak	Skagway	Tanana
Gambell	St. Mary's	
Seldovia	St. Paul Island	

Magistrate I

Angoon	Noorvik	Sand Point
Kiana	Pelican	Scammon Bay
Mekoryuk	Pt. Hope	Shungnak
Mt. Village	Quinhagak	Tununak
		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 required for that level in that region of the state (required by either the presiding judge or the administrative director).
3. Attendance at all required magistrate training conferences unless excused as provided in Special Order of the Chief Justice No. 956.
4. For magistrates who are the chief judicial officers at their court locations, timely submission of all statistical reports and accounting documents to the administrative office.

5. a. For magistrates who are not the chief judicial officers at their court locations, written verification by someone who has visited the location that the magistrate's set of Alaska Statutes, Alaska Rules of Court and Alaska Administrative Code have been correctly supplemented and are up to date.
- b. For magistrates who are the chief judicial officers at their court locations, written verification by someone who has visited the location that the following are being adequately maintained:
 - (1) library books (that is, that the Statutes, Administrative Code and Rules are kept up to date)
 - (2) indexes
 - (3) case files and the case numbering system
 - (4) tape recordings of formal hearings and the binder for duplicate copies of all log notes, if duplicate copies are required.
 - (5) accounting records (receipts, revenue deposits, trust deposits, trust checks and proper recording of all accounting data on the case number assignment sheets or computer records.
6. Written approval by presiding judge stating that the magistrate is performing all judicial, clerical, administrative and other duties adequately.

C. Implementation.

All magistrates who are in office in 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 re-evaluated 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: December 12, 1985

EFFECTIVE: nunc pro tunc to August 16, 1985

John A. Robinson
Chief Justice

Edmond S. Aulea
Justice

Walter W. McCall
Justice

Allen T. Compton
Justice

Daniel A. Moore Jr.
Justice