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VACANCY ANNOUNCEMENT 17-16

POSITION TITLE : COURTROOM CLERK INTERPRETER I
SALARY : PAY LEVEL 13/1 (\$674.81 Biweekly or \$17,545.00 per annum.)
LOCATION : CLERK OF COURTS OFFICE (Koror)
OPENING DATE : June 19, 2017
CLOSING DATE : Until filled

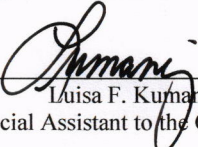
MINIMUM QUALIFICATIONS:

- Relevant Associate Degree plus 2 years' work experience.
- Good reading comprehension
- No criminal record.
- Emphasis placed on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problems, good judgment, conflict of interest; appearance of impropriety, attention to detail, accuracy and organization, computer skills (must pass basic computer test), time management, prioritizing work, multi-tasking, product-oriented, analyzing situations accurately and adopting an effective course of action and dedication to hard work.
- Customer Service.
- Good Command of English and Palauan. Ability to communicate effectively, both orally and in writing. (College level English Proficiency- Palau Community College).
- Ability to learn and apply court procedures, practices and policies where necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Review pleadings to ensure compliance with established rules and policies;
- File, docket and process pleadings;
- Collect and disburse payments (filing fees, restitution, fines etc);
- Notarize and Certify documents;
- Record land transactions, Retrieve case files/exhibits;
- Attend Court Sessions, administer oath, and record proceedings;
- Performs general secretarial/clerical tasks including answering telephones and typing documents (Do chamber clerk duties when he/she is on leave);
- Interview and assist petitioners requesting for protective orders;
- Compile and prepare periodic statistical reports as required and /or requested;
- Assist Justices and Judges during functions requiring administration of oaths;
- Coordinate and schedule mediation sessions with mediators, litigants and attorneys regarding cases referred to mediation;
- Issue jury summons, orient potential jurors, process questionnaires, empanel jury;
- Coordinate with vendors re: juror meals and/ or accommodations (if necessary);
- Coordinate with Budget office re: jury duty payments;
- Administer Oath; Translate from English to Palauan and vice-versa and mark, track and maintain custody of exhibits and evidence;
- Perform other duties as assigned by supervisor;

HOW TO APPLY: Application forms may be obtained from the Office of the Clerk of Courts of the Palau Supreme Court (Koror and Melekeok). Completed application forms, along with all necessary documents, shall be submitted to Ms. Hasinta Tabelual, Human Resource Specialist at the Clerk of Courts Office in Ngerulmud or Ms. Allison I. Sengebau, Clerk at the Clerk of Courts Office in Koror.


Luisa F. Kumangai
Special Assistant to the Chief Justice