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VACANCY ANNOUNCEMENT #19-01

POSITION: Special Assistant to the Chief Justice

LOCATION: Palau Judiciary/Koror, Palau

STARTING SALARY: PAY LEVEL 16/9, \$35,252.00 Annually or
Commensurate with experience (Exempt Position)

OPENING DATE: October 15, 2018

CLOSING DATE: Until filled

MINIMUM QUALIFICATIONS:

- Relevant Bachelor Degree from any accredited college or University.
- Demonstrate knowledge, skill, attention to details, accuracy and organization,
- Emphasis on strength of character, initiative, honesty, resourcefulness in problem-solving, good judgment and dedication to hard work.
- Liaison with the Administrative Director.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs duties assigned by the Chief Justice.
- Overseeing and coordinating the legal and clerical work in the chief justice's office.
- Serves as liaison to lawyers, clerks, justices concern and relevant administrative matters.
- Keep statistical reports on all administrative matters that are brought to the attention of the Chief Justice
- Performs other duties assigned by the Chief Justice.

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


Luisa Kumangai
Acting Deputy Administrative Director