



P.O. Box 248  
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## VACANCY ANNOUNCEMENT #19-03

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**POSITION:** Property Maintenance Clerk

**LOCATION:** Palau Judiciary/Koror, Palau

**STARTING SALARY:** PAY LEVEL 12/1 \$605.38 bi-weekly or (\$15,740.00 Annually)

**OPENING DATE:** November 26, 2018

**CLOSING DATE:** Until filled

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### MINIMUM QUALIFICATIONS:

- Relevant Associate Degree or High School Diploma with four (4) years of progressive working experience in similar or related field.
- Emphasis on strength of character, initiative, honesty, resourcefulness in problem-solving, good judgment and dedication to hard work.
- Demonstrate knowledge, skill, attention to details, accuracy and organization
- Ability to operate and utilize basic computer programs. Computer Literacy test will be administered
- Must have good command of English and Palau, both orally and in writing, communication skills.
- Good customer service, teamwork, math skills and attention to detail

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Performs variety of inventory management task including compilation, preparation of reports, verifications and statistical records.
- Management of inventory records on all Judiciary properties and supplies
- Data entry of Inventory to the Judiciary System, maintain and keep track of the inventory of the Judiciary supply room, tracking requisitions and scheduling recurring maintenance of all Judiciary properties.
- Tracking Request for proposal and set conferences, monitors contract progress and compliance.
- Communicate with and provides technical support to both internal and external customers on process, procedure, rules and regulations for all acquired properties & supplies for the Judiciary
- Performs other duties assigned by supervisor.

**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.

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Hasinta Tabelual  
Human Resource Specialist