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## VACANCY ANNOUNCEMENT #19-04

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**POSITION:** Judiciary Archivist

**LOCATION:** Palau Judiciary/Koror/Melekeok

**STARTING SALARY:** PAY LEVEL 16/1, \$27,086.00 Annually or  
Commensurate with experience (Exempt Position)

**OPENING DATE:** December 24, 2018

**CLOSING DATE:** January 11, 2019

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### MINIMUM QUALIFICATIONS:

- Relevant Bachelor Degree from accredited archives or library/information science program or equivalent experience in the field of archives or records management.
- Demonstrate knowledge of archives principles and practices of modern archives and records management applicable to large document collections, including accessioning, description, storage, and access.
- Experience with digital applications and born-digital records. Familiarity with accepted conservation and preservation methods.
- Ability to work independently, with strong attention to detail and excellent verbal and written communications skills.
- Demonstrate ability to exercise a high level of independent judgment.
- Demonstrate knowledge, skill, attention to details, accuracy and organization.
- Emphasis on strength of character, initiative, honesty, resourcefulness in problem-solving, good judgment, lead staff effectively and foster teamwork across departments, show interest in legal history and willingness to learn about the court system and its record and dedication to hard work.
- Works under the auspices of the Law Library.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- The court archivist will work collaboratively with the Court Library staff and the staffs of the National Archive to organize, process, preserve and facilitate access to judicial records.
- The court Archivist will implement a court-wide inventory of Judicial records; implement a systematic approach to digitizing judicial records; assist the Court in maintaining a record of metadata and the location and the location of judicial records; and organize existing collections.
- The Court Archivist will provide reference and other assistance to researchers, court staff, the general public and others seeking judicial records.
- The Court Archivist will provide support and assistance to the staff of the National Archives in all activities pertaining to judicial records.
- Keep statistical reports on all archiving matters that need to be included in the court reports.
- Performs other duties assigned by the Chief Justice or designee.

**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 myself at the Office in Koror.

  
Hasinta Dil' Mesiich Idechong  
Deputy Administrative Director