



VACANCY ANNOUNCEMENT #19-5

POSITION	:	Marshal I /Detail Driver to the Chief Justice (1position)
LOCATION	:	Palau Supreme Court (Marshal Division)
SALARY	:	PAY LEVEL 13/1 (\$674.81 Bi-weekly or \$17,545.00 annually)
OPENING DATE	:	January 14, 2019
CLOSING DATE	:	Until filled

QUALIFICATIONS:

Associate Science Degree in related field with Certificate of Law Enforcement, or Military training + 2 years experiences in related field.

- Demonstrated knowledge, skill, or ability in:
- Physical Fitness Attention to details and thoroughness
- Confidentiality *De-escalating confrontations*
- Honesty Judicial laws, regulations, and ordinances
- Analyzing information Valid Republic of Palau (ROP) Driver's License
- Deadline-oriented Valid Drug Test
- Demonstrate a professional attitude towards work at Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problem, good judgment and dedication to hard work.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Main duty is to be the designated driver to the Chief Justice and ensures his security.
- In absence of the Chief Justice, his will performs all the duties of the Marshal as listed below.
- Ensures the security of the Supreme Court building, property and grounds
- Maintains effective surveillance and other security systems enabling the security staff to monitor the building and visitors
- Screens visitors and packages entering the Court to help assure the safety of the occupants and visitors
- Monitors Court parking lots and helps assure safe transit for employees to and from the parking lots.
- Implements security procedures and guidelines approved by the Court, attorney general, and Chief Marshal
- Provides security for Supreme Court judges, when requested, while conducting Court business outside the building
- Provides night security for the court facilities & Judicial residences, Conduct field monitoring of Probationers and assist in protocol services.
- Remove disruptive individual(s) from the courtroom swiftly and safely.
- Executes warrants of arrest and transportation pursuant to the Court's orders. As required, arrests and transports prisoners to a place of confinement
- Serves necessary court documents and coordinates the transfer of offenders whose cases are decided by the Supreme Court
- Investigates complaints of alleged violations of national law or security regulations occurring on Court property; prepares reports of such violations.
- Responds to fire and intrusion alarms in the Court building; assists building occupants during fire evacuation procedures and provides first aid in cases of injury.
- Assist in advising employees of hazardous weather conditions
- Performs other duties as assigned or requested

HOW TO APPLY: Application forms may be obtained from the Office of the Clerk of Courts at the Palau Supreme Court in Koror or Melekeok. Completed applications along with all necessary documents can be submitted to Ms. Allison Sengebau at the Clerk of Courts Office in Koror or Ms. Hasinta Tabelual in Melekeok.


Hasinta Idechong
Deputy Administrative Director