



## VACANCY ANNOUNCEMENT 24-12

Tel: (680) 488-4979 or 767-3331

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POSITION TITLE : ASSISTANT LAND TITLE DOCUMENT REGISTRAR  
SALARY : PAY LEVEL 12/1 (\$725.38 B/W; \$18,860.00 per annum)  
LOCATION : LAND COURT (NGERULMUD)  
OPENING DATE : December 12, 2024  
CLOSING DATE : Until Filled

### **REQUIRED MINIMUM QUALIFICATIONS:**

- Bachelor's degree or Associate degree + 4 years of experience in related field.
- Possesses knowledge, skill, and/or ability in:
  - Basic Filing
  - Record Keeping
  - Court Proceedings
  - Basic Math skills
  - Computer literacy
  - Honesty
  - Integrity
  - Initiative and Innovative
  - Goal-oriented
  - Detail-oriented and thoroughness
- Good communication skills
- Committed to teamwork;
- Possesses a valid Republic of Palau (ROP) Driver's License.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Works under the immediate direction and supervision of the Land Title Document Registrar and under the general supervision of the Senior Judge;
- Assists the Land Title Registrar with the following:
  - Coordinating with Bureau of Lands and Surveys re issuance of Cadastral Plat Map for issuance of Certificates of Title;
  - Issuing Certificates of Title to land pursuant to court adjudications;
  - Registering land transaction documents;
  - Cancelling and reissuing Certificates of Title pursuant to land transactions;
  - Maintaining accurate records and filings of vault documents;
  - Managing the Central Land Registry Section of the Land Court to ensure document registration and search services are delivered effectively and efficiently;
  - May assist the public in searching certificates of title, and any instruments or registrations such as transfers, sales, or deeds of property, etc.;
- Performs varied clerical duties including but not limited to answering telephones, assisting and typing court orders, correspondence and other legal or non-legal documents;
- Compiles monthly statistical reports;
- Scans case files;
- Performs other job-related duties as 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 or from Judiciary website. Completed application along with all necessary documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.