



VACANCY ANNOUNCEMENT 24-2

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

Fax: (680) 488-1597 or 767-2606

Email address:

sshro@palausupremecourt.net

POSITION TITLE : MARSHAL I
SALARY : PAY LEVEL 13/1 (\$794.81 B/W)
LOCATION : MARSHALS DIVISION (Judiciary/ Koror and Ngerulmud)
OPENING DATE : February 29, 2024
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

Associate Degree in Administration of Justice, Criminal Justice, Political Science or Criminology; or Technical Training with Certificate of Law Enforcement; or Military training + 2 years' experience in related field.

Demonstrated knowledge, skill, or ability in:

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Ensures the security of the Supreme Court workforce building, property and grounds;
- Maintains effective surveillance and other security systems;
- Screens visitors and packages entering the Court to help assure the safety of all;
- Monitors Court parking lots and helps assure safe transit for employees to and from the parking lots;
- Implement 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 buildings; assists building occupants during fire evacuation procedures and provides first aid in cases of injury;
- Assist in advising employees of hazard or weather conditions;
- Performs other 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.