



VACANCY ANNOUNCEMENT 25-3

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POSITION TITLE : CHIEF PROBATION OFFICER
SALARY : PAY LEVEL 16/1 (\$1,161.77 B/W, EXEMPT) or commensurate with qualification and experience
LOCATION : PROBATION OFFICE, PALAU SUPREME COURT (KOROR)
OPENING DATE : March 3, 2025
CLOSING DATE : UNTIL FILLED

REQUIRED MINIMUM QUALIFICATIONS:

- Relevant Bachelor's Degree or over three (3) years of work experience related to probation or sentencing;
- Must be computer literate;
- Good reading comprehension and writing skills;
- Possesses a professional attitude with emphasis on strength of good character, such as honesty/integrity, understands confidentiality, good work ethics, resourcefulness in finding solutions to problems, good judgment, and dedication to hard work;
- Ability to communicate effectively, both orally and in writing, in both Palauan and English languages;
- No criminal record involving felony or offenses of moral turpitude.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Office of Probation and Probation Officers play an integral role in the administration of justice. That office serves as the community correction arm of the Judiciary. Its mission, through the Probation Officers, is to investigate and supervise individuals under supervision whom the courts have ordered released to the community under probation or supervised release.

The Chief Probation Officer manages the Office of Probation and supervises all the Probation Officers. The duties of the Chief Probation Officer include, but are not limited to, the following:

- Carry out and comply with court orders where a sentence of probation has been imposed and any other orders of the court requiring the assistance of the Office of Probation;
- Comply with all laws of the Republic relating to probation including 17 PNC § 611 et.seq. and § 631 et.seq.
- Supervise and direct subordinates in daily operations and activities of the Probation Office;
- Supervise the conduct and preparation of Pre-Sentence Investigation (PSI) reports, while also conducting and preparing PSI reports as needed;
- Responsible for the monitoring and supervision of the activities of persons on suspended sentence, probation and any other matter so ordered by the Court;
- Determine restitution as ordered by the Court;
- Place probationers or any individuals into various agencies through the community service program as ordered by the Court;
- Assist probationers as ordered by the Court to find employment to satisfy fine or restitution obligations;
- Perform such other related duties as assigned by the Justices, Judges, Administrative Director, the Chief Justice, or his 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 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.