



VACANCY ANNOUNCEMENT 25-5

Tel: (680) 488-4979 or 767-3331
Fax: (680) 488-1597 or 767-2606
Email address:
sshro@palausupremecourt.net

POSITION TITLE : CHAMBER CLERK
SALARY : PAY LEVEL 12/1 (\$725.38 B/W)
LOCATION : CLERK OF COURTS OFFICE
OPENING DATE : April 14, 2025
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

- Relevant Associate Degree or high school diploma and four (4) years of related work experience.
- Good reading comprehension and writing skills.
- No criminal record.
- Possesses a professional attitude with emphasis on strength of good character, such as, honesty/integrity, understands confidentiality, good work ethics, attention to details, resourcefulness in finding solutions to problem, multi-tasking, good judgment, and dedication to hard work.
- Good Customer Service.
- Ability to communicate effectively, both orally and in writing, in both Palauan and English languages.
- Ability to learn and apply court procedures, practices and policies where necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- File, docket, and process pleadings;
- Performs general secretarial/clerical tasks including answering telephones and typing documents;
- Copy, file, docket, and serve orders, warrants decisions, etc.;
- Review pleadings to ensure completeness and compliance with established rules and policies before transmitting to Justice or Judge;
- Maintain court calendar of assigned Justice/Judge;
- Maintain accurate case files and records, including data entry of the same;
- Generate and compile statistical reports as required and/or requested;
- Screen all chambers visitors and callers;
- Hold status conference with parties when directed by Justice/Judge;
- Assist Justices and Judges during functions requiring administration of oaths;
- Scan case files;
- Perform other duties as assigned by supervisor and/or 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.