



## VACANCY ANNOUNCEMENT 25-7

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

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

Email address:

sshro@palausupremecourt.net

POSITION TITLE : Deputy Assistant to the Office of the Chief Justice (EXEMPT)  
SALARY : PAY LEVEL 12/1 (\$725.38 B/W)  
or commensurate with experience  
LOCATION : Koror and Ngerulmud  
OPENING DATE : July 31, 2025  
CLOSING DATE : Until Filled

### **REQUIRED MINIMUM QUALIFICATIONS:**

- Associate's degree or
- High school diploma with some College or
- 4 or more years of work experience in clerical or related fields;
- Ability to learn and execute institutional specific matters with minimal supervision;
- Clear and effective communicator;
- Proficient in writing and speaking in either Palauan or English;
- Great work ethics;
- Good time management;
- Good organizational skills;
- Computer literate;
- Honesty, resourceful in finding solutions to problems, good judgement and dedication to work.

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

- Assist the Administrative Assistant/ Chamber Clerk
- General Clerical Work, including but not limited to:
  - Answers, screens, and directs phone calls
  - Receives, screens and directs emails and other correspondence;
  - Collect, sort and file all documents and papers including correspondence and notices and the likes.
- Maintains the Chief Justice's Calendar;
- Keeps the Chief Justice up to date on all matters;
- Maintain accurate case files and records, including data entry as needed;
- Maintain a working knowledge of all the administrative and clerical matters withing the Office of the Chief Justice;
- Arrives at work on time and is present during scheduled working hours; cooperates with other Justices and coworkers as necessary to ensure the smooth and efficient operation of the Appellate Division and the entire Judiciary;
- After a case has been completed and an opinion or order entry released, returns case to the Chief Appellate Clerk. Reviews file before returning it to make sure it is complete and that there is nothing in the file that does not belong there, such as Judge's notes, interoffice memoranda;
- Generates and compiles periodic statistical reports as needed or requested;
- Performs other job-related duties assigned by the Chief Justice or as requested by the Administrative Assistant/Chambers Clerk.

**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.