VACANCY ANNOUNCEMENT 26-10

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POSITION TITLE	:	COURTROOM CLERK /INTERPRETER I
SALARY	:	PAY LEVEL 13/1 ($874.31 B/W)
LOCATION	:	CLERK OF COURTS OFFICE (Koror)
OPENING DATE	:	OCTOBER 29, 2026
CLOSING DATE	:	UNTIL FILLED

REQUIRED MINIMUM QUALIFICATIONS:

- Relevant associate degree or 4 years' 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, resourcefulness in finding solutions to problem, 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:

- Review pleadings to ensure compliance with established rules and policies.
- File, docket, and process pleadings.
- Collect and disburse payments (filing fees, restitution, fines etc.).
- Notarize and Certify documents.
- Record land transactions, Retrieve case files/exhibits.
- Attend Court Sessions; administer oath, and record proceedings.
- Performs general secretarial/clerical tasks including answering telephones and typing documents (Does chamber clerk duties when he/she is on leave).
- Interview and assist petitioners requesting for protective orders.
- Compile and prepare periodic statistical reports as required and /or requested.
- Assist Justices and Judges in their other duties.
- Translate from English to Palauan and vice-versa and mark, track and maintain custody of exhibits and evidence.
- 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 the Judiciary website – https://www.palaucourts.gov.pw. 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.