



VACANCY ANNOUNCEMENT 25-10

Tel: (680) 488-4979 or 767-2607

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

Email address:

sshro@palausupremecourt.net

POSITION TITLE : COURTROOM CLERK
SALARY : PAY LEVEL 13/1 (\$874.31 B/W)
LOCATION : CLERK OF COURTS OFFICE
OPENING DATE : November 10, 2025
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 good character, such as honesty/integrity, understands confidentiality, good work ethics, resourcefulness in finding solutions to problems, 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist Jury Coordinator and other Courtroom Clerk when needed.
- 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 Proceedings; 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).
- Compile and prepare periodic statistical reports as required and /or requested.
- Assist Justices and Judges with their other duties.
- Perform other relevant 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.