



# VACANCY ANNOUNCEMENT 26-2

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

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

Email address:

sshro@palausupremecourt.net

POSITION TITLE : MARSHAL I  
SALARY : PAY LEVEL 13/1 (\$874.31 B/W; \$22,732.00 ANNUALLY)  
LOCATION : MARSHALS DIVISION (Judiciary/ Koror and Ngerulmud)  
OPENING DATE : May 18, 2026  
CLOSING DATE : UNTIL FILLED

## **REQUIRED MINIMUM QUALIFICATIONS:**

- Associate Degree in Administration of Justice, Criminal Justice, Political Science or Criminology; or Technical Training with Certificate of Law Enforcement; or Military training + 2 years' experience in related field.
- Demonstrates knowledge, skill, or ability in:
  - Physical Fitness
  - Honesty
  - Deadline-oriented
  - Attention to details and thoroughness
  - Confidentiality
  - Analyzing Information
  - De-escalating confrontations
  - Judicial laws, regulations, and ordinances
- Valid Drug Test
- Valid Republic of Palau (ROP) Driver's License
- Demonstrates a professional attitude towards work at the Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problems, good judgement, and dedication to hard work.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Ensures the security of the Supreme Court workforce building, property and grounds;
- Maintains effective surveillance and other security systems;
- Screens visitors and packages entering the Court to help assure the safety of all;
- Monitors Court parking lots and helps assure safe transit for employees to and from the parking lots;
- Implement security procedures and guidelines approved by the Court, Attorney General, and Chief Marshal;
- Provides security for Supreme Court judges, when requested, while conducting Court business outside the building;
- Provides night security for the Court facilities & Judicial residences, conduct field monitoring of Probationers and assist in protocol services;
- Remove disruptive individual(s) from the courtroom swiftly and safely;
- Executes warrants of arrest and transportation pursuant to the Court's orders. As required, arrests and transports prisoners to a place of confinement;
- Serves necessary court documents and coordinates the transfer of offenders whose cases are decided by the Supreme Court;
- Investigates complaints of alleged violations of national law or security regulations occurring on Court property; prepares reports of such violations;
- Responds to fire and intrusion alarms in the Court buildings; assists building occupants during fire evacuation procedures and provides first aid in cases of injury;
- Assist in advising employees of hazard or weather conditions;
- Performs other 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 - <https://www.palaucourts.gov.pw>. Completed application along with all required documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.