



## VACANCY ANNOUNCEMENT 26-5

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

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

Email address:

sshiro@palausupremecourt.net

|                |   |                                                          |
|----------------|---|----------------------------------------------------------|
| POSITION TITLE | : | Chamber Clerk                                            |
| SALARY         | : | Pay Level 12/1 (\$797.92 B/W, \$20,746.00 ANNUALLY)      |
| LOCATION       | : | Clerk of Courts; Appellate Division, Ngerulmud, Melekeok |
| OPENING DATE   | : | May 26, 2026                                             |
| 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, understand confidentiality, good work ethics, attention to details, resourcefulness in finding solutions to problems, 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, Ngerulmud, or the 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 Ngerulmud, P.O. Box 248, Koror, Palau 74960 or via e-mail at [sshiro@palausupremecourt.net](mailto:sshiro@palausupremecourt.net)