



VACANCY ANNOUNCEMENT 26-9

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POSITION TITLE : DEPUTY CLERK OF COURT
SALARY : \$25,233 (14/1) Annually or Depending on Experience
LOCATION : Judiciary Complex, Koror, Palau
OPENING DATE : August 17, 2026
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

The ideal candidate will have experience which required knowledge, interpretation, and application of court rules, procedures and/or statutes; attended court proceedings and knowledge of or the ability to learn court operations, functions, and organizational structure; a basic understanding of court documents; a working knowledge and understanding of legal terminology and procedures; knowledge and skill in the use of software including MS Outlook, Word and Excel applications. The candidate is expected to use multiple web-based applications and maintain judiciary privacy and security requirements. A bachelor's degree from an accredited college or university in public administration, business, law, or a related field is preferred but not required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position operates with a high degree of independence and may perform any of the following duties and responsibilities within the policy directives of the Clerk of Court: (1) supervising the Clerk's Office administrative and operational functions including case and records management, human resources, jury, statistical reporting, automation, court interpreters, court sessions, and fiscal matters; (2) overseeing personnel matters for indirect reports; (3) creating and maintaining a training atmosphere where continuous improvement is valued and encouraged as to all aspects of operations; (3) providing leadership, management, and supervision for the operations of the Clerk's Office; (4) overseeing the business of the court, including case processing, statistical reporting, case management, jury, custody of official court records, and court reporting and interpreting services; (5) as assigned, formulating, implementing, and modifying organizational policies; (6) participating in the development of court-wide policies; and (6) assisting the Clerk of Court in the creation of strategic plans, goals and visions.

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 sshro@palausupremecourt.net