VACANCY ANNOUNCEMENT 26-1
2nd Posting

Tel: (680) 488-4979 or 767-3331
Fax: (680) 488-1597 or 767-2606
Email address:
sshiro@palausupremecourt.net

POSITION TITLE	:	ASSISTANT LAND TITLE DOCUMENT REGISTRAR
SALARY	:	PAY LEVEL 12/1 ($797.92 B/W; $20,746.00 ANNUALLY)
LOCATION	:	CLERK OF COURTS OFFICE (NGERULMUD)
OPENING DATE	:	SEPTEMBER 8, 2026
CLOSING DATE	:	UNTIL FILLED

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field OR Associate Degree + 4 years of experience.
- Demonstrates knowledge, skill, or ability in:
  - Basic Filing
  - Record Keeping
  - Court Proceedings
  - Basic Math Skills
  - Computer Skills
  - Confidentiality
  - Honesty
  - Initiative and Innovative
  - Deadline-oriented
  - Attention to detail and thoroughness
  - Placate diffuse escalating situations
- Oral and written communication skills;
- Commitment to teamwork;
- Valid Republic of Palau (ROP) Driver's License.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works under the immediate direction and supervision of the Land Title Document Registrar and under the general supervision of the Senior Judge;
- Assists the Land Title Document Registrar with the following:
  - Coordinating with Bureau of Lands and Surveys re issuance of Cadastral Plat Map for issuance of Certificates of Title;
  - Issuing Certificates of Title to land pursuant to court adjudications;
  - Registering land transaction documents;
  - Cancelling and reissuing Certificates of Title pursuant to land transactions;
  - Maintaining accurate records and filings of vault documents;
  - Managing the Central Land Registry Section of the Land Court to ensure document registration and search services are delivered effectively and efficiently;
  - May assist the public in searching certificates of title, and any instruments or registrations such as transfers, sales, or deeds of property, etc.;
- Performs varied clerical duties including but not limited to answering telephones, assisting and typing court orders, correspondence and other legal or non-legal documents;
- Compiles monthly statistical reports;
- Scans case files;
- Performs other job-related 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 Kororor Ngerulmud or from 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.