



# VACANCY ANNOUNCEMENT 24-5

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POSITION TITLE : Deputy Assistant to the Office of the Chief Justice  
SALARY : PAY LEVEL 12/1 (\$725.38 B/W) or commensurate with experience (EXEMPT)  
LOCATION : Koror and Ngerulmud  
OPENING DATE : June 20, 2024  
CLOSING DATE : Until Filled

## **REQUIRED MINIMUM QUALIFICATIONS:**

- Minimum Associates Degree, or
- Any combination of high school diploma with training and experience which provides the minimum knowledge and skills required;
- Ability to learn and apply court procedures, practices and policies where necessary in the processing of legal documents;
- Ability to communicate effectively, both orally and in writing, Palauan and English languages;
- Ability to work under pressure and meet deadlines;
- Good organizational skills to keep accurate filing system;
- Computer literacy with a background in WORD, EXCEL, & ACCESS;
- Emphasis on strength of character, honesty, integrity, resourcefulness in finding solutions to problems, good judgement and dedication to hard work.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- General Secretarial Work;
- Answers, screens, and directs phone calls;
- Collect, sort, and file all documents and papers including correspondence, notices, invitations, etc.;
- Maintain accurate schedule for the Chief Justice;
- Update Chief Justice on pending assignments, cases or otherwise;
- Maintain accurate case files and records, including data entry as needed;
- Maintain a working knowledge of all the administrative and clerical matters within the Office of the Chief Justice;
- Arrives at work on time and is present during scheduled working hours; cooperates with other Justices and co-workers as necessary to insure the smooth and efficient operation of the Appellate Division and the entire Judiciary;
- After a case has been completed and opinion or order entry released, returns case to the Chief Appellate Clerk. Reviews file before returning it to make sure it is complete and that there is nothing in the file that does not belong there, such as Judges notes, interoffice memoranda;
- Generates and complies periodic statistical report as needed or requested;
- Performs other job-related duties assigned by the Chief Justice or as requested by the Administrative Assistant/Chambers Clerk.

**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.