



# VACANCY ANNOUNCEMENT 24-4

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POSITION TITLE : PROBATION OFFICER I  
SALARY : PAY LEVEL 13/1 (\$794.81 B/W)  
LOCATION : PROBATION OFFICE, PALAU SUPREME COURT (KOROR)  
OPENING DATE : June 06, 2024  
CLOSING DATE : UNTIL FILLED

## **REQUIRED MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Criminal Justice or related field plus 2 years work related experience;
- Any combination of education training or experience which provides the minimum knowledge and skills required to perform duties,
- Demonstrates a professional attitude towards work at Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness in problem-solving, good judgment, and dedication to hard work;
- Must have oral and written communication skills;
- Must be computer literate; able to use any software applications (Word, Excel, Publisher, Power Point and etc.);
- Ability to establish and maintain effective working relationship with other court employees;
- Commitment to team work.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Investigates and prepares Pre-Sentence Investigation Report (PSI);
- Responsible for the monitoring and supervision of the activities of persons on suspended sentences, probation and any other matter so ordered by the Court;
- Determination of fine or restitution payments;
- Placement of probationers or any individual so ordered by the Court into various agencies through community service program;
- May assist clients in search of employment to satisfy fine or restitution obligation;
- Prepares periodic reports of cases;
- Perform 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 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.