



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2016-166R1

OPENING DATE: 01/12/2017

CLOSING DATE: CONTINUOUS

POSITION TITLE: ASSISTANT CODIFICATION SPECIALIST (**PART-TIME**)

SALARY: \$ 7.28075/HR or \$291.23 B/W

LOCATION: PALAU LAW ACCESS UNIT (PALAU OFFICE)
OFFICE OF THE ATTORNEY GENERAL
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

PERFORM.....50%

- Report to the Office Manager for individual and group work
- Perform computer scanning, copying/duplicating of documents, and proof-reading of Republic of Palau reports, Executive Orders, State Laws, RPPLs, and other documents that will be incorporated into the Palau Law Search CD
- Retrieve documents from the Executive Branch, Court, Olbiil Era Kelulau, State Offices, and other agencies for publication by the Palau Law Access Unit Office
- Review documents received for technical errors and alert the Office Manager of any irregularities
- Codify the RPPLs into hard and soft copies and also make copies available for public access
- Perform office task requiring knowledge of Microsoft Office Programs

ASSIST.....40%

- Assist in the publication and regular supplementation of the law search platform for legal researchers and other purchasers
- Assist in all functions of the Palau Law Access Unit Office

PARTICIPATE.....10%

- Participate in all initiatives and activities of the Palau Law Access Unit Office, including meetings, trainings, workshops, summits etc.
- Participate in cross training and perform other related duties as assigned by the Office Manager
- Perform other duties as assigned by the Office Manager

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum of High School Diploma or equivalent (GED Test Certificate) with at least two (2) years of work related experience of the same field. Must have knowledge in all Microsoft Office Programs