



MICRONESIAN LEGAL SERVICES CORPORATION

JOB VACANCY ANNOUNCEMENT

Legal Secretary

Palau

January 2024

Micronesian Legal Services Corporation (MLSC) is a nonprofit organization whose mission is to increase access to justice in Micronesia. We provide free legal services to people of limited financial means in the Republic of the Marshall Islands, the Federated States of Micronesia, the Republic of Palau, on Guam, and in the Commonwealth of the Northern Mariana Islands.

MLSC is seeking applications for the position of **Legal Secretary** in our office on **Palau**.

Qualifications:

- At least two years secretarial experience
- Fluency in Palauan and English
- An understanding of and desire to learn more about basic computer operation including use of printers, copiers, office phone systems, and programs including word processing, database management, and electronic communications.

Duties Include:

- Reception for persons walking and calling in to the office
- Entering information into computerized database, and using database to manage cases and work.
- Maintaining files, handling mail, translating and interpreting
- Writing letters, working with other staff to prepare legal and other documents, and using computers, printers, other office equipment
- Other duties as assigned.

Work hours:

- 8 to 5, Monday to Friday
- Must be dependable.

Compensation and Benefits:

Salary from \$14,140 to \$28,280 per year, depending on experience. Benefits include annual leave, sick leave, and employer contribution to a 401(k) program.

To apply:

For more information or to apply for the job, please contact Directing Attorney Ron Ledgerwood at our office in Palau or by email at ronledgerwood@mlscnet.org .

Application deadline: open until filled.