

Polaris Signet Job Description

Polaris Signet: Chief scribal deputy to Polaris Herald, Polaris Signet ensures that every recipient of every award at every court has a scroll (or, this being Northshield, a rock, or a hammer, or something).

Qualifications include:

- Ability to work diplomatically with Royalty, the College of Scribes, and heralds
- Organizational skills
- Ability to travel
- Basic calligraphic ability

Specific duties of the Polaris signet:

- Receive court list from royalty approximately 4 weeks prior to a Royal court
- Look up recipients on the OP to ascertain duplication
- Coordinate production of scrolls requested by Crown with scribes
- Send assigned court list back to Royals immediately prior to event
- Collect scrolls at events for court
- Attend court meeting
 - Ensure all scrolls signed and sealed
 - Take photographs when possible for NS scribal gallery
 - Document any last-minute changes
 - Scribe changes, blank artists, etc
 - Additional awards
 - Assist herald in court as needed
- After court document accordingly
 - List of scribes sent to Chronicler for publishing
 - Add scrolls to scribal gallery where appropriate
 - Seek permission forms from scribes where necessary
 - Maintain updated court list in signet files
 - Document any unclaimed scrolls, and ensure they get to recipient
- Support the kingdom scribes
 - Keep communication open
 - Attempt to connect scribes with each other for learning and geeking purposes
 - Assist Royalty in ensuring scribes are well thanked for their efforts.