



His Imperial Majesty's Civil Service

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# His Imperial Majesty's Civil Service Almanac

A guide to the various positions  
and occupations within the  
Civil Service

SARHOLM 2023

# Table of Contents

## Introduction to the Civil Service

The Head of the Civil Service

The Grades of the Civil Service

## The Foreign Service

Foreign Undersecretary

High Commissioners\*

Ambassadors

Envoys

Attachés

Diplomatic Clerks



## The Financial Service

Financial Undersecretary

Financial Directors

Financial Managers

Financial Clerical Officers

Financial Clerks

## The Research and Development Service

Development Undersecretary

Analysts

Statisticians

## The Social Service

Social Undersecretary

Ceremonial Officers

Linguistics Officers

Social Clerks

### The Colonial Service

Colonial Undersecretary

Governors-General

High Commissioners

Colonial Administrators

Colonial Clerks

### The Home Service

Home Undersecretary

Home Administrators

Home Clerks

His Imperial Majesty's Civil Service

### The Education Service

Education Undersecretary

Education Officers

Academic Officers

Educational Clerks

### The Commercial Service

Treasury Undersecretary

Commercial Officers

Sales Officers

Commercial Clerks

Sales Clerks

## The Legal Service

Judicial Undersecretary

Supreme Court Justices

Justices of the First Court

Crown Attorneys

Constabulary Commissioners

Peace Officers



# His Imperial Majesty's Civil Service

## Introduction to the Civil Service

A modern nation state requires itself a modern Civil Service. It has been the suggestion of Tel Majis Imperialò that the Civil Service shall be formalised as an institution separate and simultaneously interlocked with the Imperial Parliament. As per the *Civil Services Act of 2023*, the Civil Service shall become the permanent bureaucracy of the Crown, which shall interpret the orders and executive decisions of the Sovereign and His Government and implement them. The Civil Service shall be in all manners politically neutral, yet serve the individual Cabinet Ministers of the Crown which dictate the terms of their ministries.

### The Head of the Civil Service

The overall Head of the Civil Service shall be the Minister responsible for His Imperial Majesty's Ministry of Services, or the Services Minister. The Service Minister shall be responsible for overseeing the Civil Service and approving appointments to positions of authority within it, as well as the recruitment of members to the Civil Service. It is not permissible for the Services Minister to dismiss and terminate the career of an individual working in the Civil Service without the explicit approval of the Service Undersecretary, and may only be dismissed for poor work ethic and/or failure to do their duty in an adequate manner.

### The Grades of the Civil Service

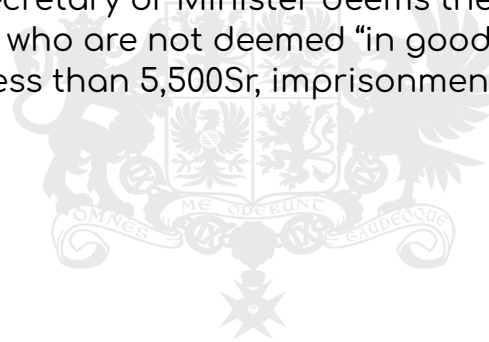
In order to separate the roles of the Civil Service and differentiate them with the ever growing Imperial Sarovian Army and Imperial Sarovian Navy, the Civil Service shall be divided into categories that will be completely ineligible with military service. There shall be three grades within His Imperial Majesty's Civil Service: the Executive Tier, the Intermediate Tier, and the Common Tier.

Members with roles and occupations in the Executive Tier shall be forbidden from serving in the Imperial Sarovian Army and Imperial Sarovian Navy concurrent with their position in the Civil Service, and must resign from the military. Governor-Generals in their role as viceroy may retain the ranks and privileges of their military commands but understand that they shall treat them subordinate to their viceregal positions.

Members with roles and occupations in the Intermediate Tier shall be permitted to serve in the military as well as the Civil Service as long as a

Service Contract is signed, that shall state the duration of the bid as a civil servant, their specific obligations, and that the incumbent shall endeavour to finish all new duties with the utmost effort. Failure to complete the aforementioned time will result in fines no less than 15,000Sr, imprisonment, and the requirement that the time must be completed or “sold” to another civil servant who will carry on the rest of their contract. Members who leave the New Sarovian Empire in any capacity during the incumbency of a civil service position in the Intermediate Tier shall not be permitted re-entry into New Sarovia until the above is met.

Members with roles and occupations in the Common Tier shall be permitted to serve in the military as well as the Civil Service, with no obligation of a Service Contract. Members of the Common Tier may be permitted to resign at any moment without penalty granted that their department Undersecretary or Minister deems them “in good standing”. Members who resign who are not deemed “in good standing” may be subject to a fine no less than 5,500Sr, imprisonment or even removal of citizenship and exile.



His Imperial Majesty's Civil Service

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# The Foreign Service

## The Foreign Undersecretary

The Foreign Undersecretary serves as the chief deputy of the Foreign Secretary (Minister of Foreign Affairs) and is his or her chief advisor in all diplomatic events. It is the job of the Foreign Undersecretary to help manage the treaties, agreements and associations that Sarovia finds itself in. The Foreign Undersecretary is the manager of the Log of Foreign Affairs and is expected to update it every few weeks, and publish accordingly. The Foreign Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Foreign Service, and more. The Foreign Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## High Commissioners\*

High Commissioners fall under the directive of the Colonial Service, but the Foreign Service maintains the ability to suggest candidates. To learn more, please visit the High Commissioner section in the Colonial Service.

## Ambassadors

An Ambassador is a diplomat to or from New Sarovia to a country whose head of state is that of a hereditary monarch, in accordance with the *Congress of Leda* and the *Civil Services Act of 2023*. An Ambassador is responsible for maintaining good relations with their host nation, protecting the interests of Sarovians within the country on vacation or stationed for duty, as well as reporting back information that may be crucial to the Foreign Secretary of the ongoing information in the country. Ambassadors should write one page reports to the Foreign Secretary every two weeks about the ongoing events within their host country. Ambassadors should aim for a degree in politics, history or law.

## Envoys

An Envoy is a diplomat to or from New Sarovia to a country whose head of state is that of a republic of a lesser noble title such as that of Duke or Prince, in accordance with the *Congress of Leda* and the *Civil Services Act of 2023*. An Envoy is responsible for maintaining good relations with their host nation, protecting the interests of Sarovians

within the country on vacation or stationed for duty, as well as reporting back information that may be crucial to the Foreign Secretary of the ongoing information in the country. Envoys should aim for a degree in politics, history or law.

## **Attachés**

An Attaché is a military officer who serves in a diplomatic capacity from New Sarovia to another country with the explicit purpose of maintaining diplomatic ties to a country that has no functioning government or to aid militarily. Attachés should always attend the military training of their host nation and should wear their appropriate No.3 uniform while stationed there. Attachés are responsible for reporting back information that may be crucial to the Foreign Secretary of the ongoing information in the country.

## **Diplomatic Clerks**

Diplomatic Clerks are assistants to any member of the Diplomatic Corps in whatever tasks that may be needed. Clerks may help with the codification of the Foreign Log, help with making agreements or writing reports, as necessary.

His Imperial Majesty's Civil Service





# The Financial Service

## The Financial Undersecretary

The Financial Undersecretary serves as the chief deputy of the Minister of Finance and is his or her chief advisor when it comes to Sarovian finances. The Financial Undersecretary is responsible for the financial control of the Saro and its relationship to the Gralat: as such, the Undersecretary and the Minister of Finance are directly responsible for the exchange rate. The Finance Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Financial Service, and more. The Financial Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Financial Directors

Financial Directors are responsible for the exchange between the Saro and the Gralat, and the means to get there. Financial Directors on the order of the Financial Undersecretary and Minister of Finance will assist in the authorisation of trading Saros for Gralats or vice versa as well as mandating and establishing quotas for the Financial Clerks and Clerical Officers to achieve. Financial Directors should aim for a degree in Sarovian economics.

## Financial Managers

Financial Managers are well trusted members of the Financial Service who will own the various farms that allow the Saro and the Gralat to be exchanged, or any other goods. It is on the farms that the Clerical Officers and Clerks work on. Financial Managers will give detailed accounts of the amount of wealth generated in their assets and which Clerk or Clerical Officer has done the most. Financial Managers should aim for a degree in Sarovian economics.

## Financial Clerical Officers

Financial Clerical Officers and Financial Clerks possess the same job, however Financial Clerical Officers are in the Intermediate Tier and are also responsible for the recruitment of Financial Clerks. Financial Clerical Officers and Clerks are responsible for the day to day farming

within New Sarovia to meet the financial quotas that the Financial Director has set.

## Financial Clerks

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His Imperial Majesty's Civil Service

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# The Research and Development Service

## The Development Undersecretary

The Development Undersecretary serves as the chief deputy of the Minister of Development and is his or her chief advisor when it comes to the overall trends of new Sarovia. The Development Undersecretary is responsible for the progress of New Sarovia and accurate recordkeeping, such as census data, records of service, transcripts of parliamentary meetings and more. The Development Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Research and Development Service, and more. The Development Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Analysts

Analysts are highly skilled statisticians who use the information gathered by the Research and Development Service to develop accurate records and graphs for His Imperial Majesty's Government. Analysts are responsible for maintaining the census, for recording new members of the Sarovian citizenry, accurate records of Imperial Army and Navy rosters as well as predicting growth or decline trends.

## Statisticians

Statisticians are responsible for gathering information for the Research and Development Service. Their job, specifically, is to gather numbers and information on all sorts of things, such as citizenry numbers, the total number of votes had in elections, total Sarovian personnel compared to historical trends, economic statistics, and more. They likewise are responsible for the statistical management of Sarholm: how many homes are within it, estimated value of the homes, and more.

# The Social Service

## The Social Undersecretary

The Social Undersecretary serves as the chief deputy of the Minister of Culture and is his or her chief advisor when it comes to the traditions, customs and events of New Sarovia. The Social Undersecretary is personally responsible for advising the government on upcoming holidays and historic events, and encouraging and planning events to commemorate them. The Social Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Social Service, and more. The Social Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Ceremonial Officers

Ceremonial Officers are the main protectors of Sarovian traditionalism and culture. It is them who work with the College of Arms to maintain Sarovian heraldry and symbology, but more importantly, write the unwritten rules of Sarovian culture and enforce elements of Sarovian history and tradition, such as the names of new Peers, enforcing the Order of Precedence and strict dress codes, enforcing parliamentary customs and rules, and more. They maintain the Ledger of Traditions and Customs, which are the codified version of this. Ceremonial Officers should aim for a degree in culture.

## Linguistic Officers

Linguistic Officers are responsible for maintaining the High Sarovian Language and creating new words within it, as well as common words, sentences and phrases such as oaths of loyalty, anthems, legal documents, titles, and more. Linguistics Officers are responsible for keeping the Sarovian language alive through the Dictionary of High Sarovian. Linguistic Officers should aim for a degree in culture.

## Social Clerks

Social Clerks may be assigned to aid either the Ceremonial Officer or the Linguistics Officer in any of the many tasks needed to maintain either the Ledger of Traditions and Customs or the Dictionary of High Sarovian.

# The Colonial Service

## The Colonial Undersecretary

The Colonial Undersecretary serves as the chief deputy of the Colonial and Commonwealth Secretary (Minister of the Colonial and Commonwealth Corps) and is his or her chief advisor in the realm of the greater New Sarovian colonial empire. The Colonial Undersecretary is personally responsible for the communications between Sarovian Commonwealth Realms such as Dominions and New Sarovia itself, as well as administering law, justice and keeping the peace in un-incorporated Sarovian colonial territory through the appointment of his subordinates. The Colonial Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Colonial Service, and more. The Colonial Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Governors-General

Governors-General are the viceregal representative of the Sarovian monarch in His or Her Sarovian Dominions. The Sarovian King-Emperor remains the head of state, but resides in New Sarovia primarily. In his absence and on the advice of the Colonial and Commonwealth Secretary as well as the advice of his Dominion Prime Ministers, a Governor-General is appointed to carry on the Dominion Government in the name of the King-Emperor. The Governor-General is the highest civil service position in the New Sarovian Empire and carries on the constitutional and ceremonial duties of the King-Emperor. They shall be addressed as "His/Her Excellency."

## High Commissioners

A High Commissioner is a diplomat to or from New Sarovia to a country in which shares the same monarch as New Sarovia, such as a personal union or a Sarovian dominion, in accordance with the *Congress of Leda* and the *Civil Services Act of 2023*. A High Commissioner is responsible for maintaining good relations with their host nation, protecting the interests of Sarovians within the country on vacation or stationed for duty, as well as reporting back information that may be crucial to the Foreign Secretary of the ongoing information in the country.

## Colonial Administrators

Colonial Administrators will be given contracts outlining their jurisdiction over a piece of territory or a realm in which they shall be expected to oversee it and upholding Sarovian law. A Colonial Administrator is expected to be the local tax collector, a mayor, a peace officer and a justice in Sarovian colonies who are not advanced enough to have their own. Colonial Administrators serve as temporary commissioned officers of the Imperial Sarovian Army and Imperial Sarovian Navy during the duration of their contract, which may be extended.

## Colonial Clerks

Colonial Clerks are responsible for the assistance of any other Colonial Service job, and help with attending events, writing reports, advising in matters of the law and constitutional assistance.



His Imperial Majesty's Civil Service

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# The Home Service

## The Home Undersecretary

The Home Undersecretary serves as the chief deputy of the Minister of Services and is his or her chief advisor when it comes to the Civil Service. The Home Undersecretary is personally responsible for maintaining the Civil Service Almanac, recommending promotions through all branches of the Civil Service, aiming to recruit new members to the Civil Service and ensuring the *Civil Services Act* is followed. The Home Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Home Service, and more. The Home Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Home Administrators

Home Administrators are responsible for the cataloguing and publication of Sarovian documents, transcripts and other infographics. It is the duty of the Home Administrator to help in the declassification of documents and their subsequent publication in order to sustain a freedom of information and help inform the public.

His Imperial Majesty's Civil Service

## Home Clerks

Home Clerks serve as parliamentary aids. Their main job is to attend all meetings of the House of Commons and either record the meeting via video or transcribe all things said by the Members of the House of Commons. These transcripts and videos can be published by the Home Administrator.

# The Education Service

## The Education Undersecretary

The Education Undersecretary serves as the chief deputy of the Minister of Education and is his or her chief advisor when it comes to the education of all Sarovians. The Education Undersecretary is personally responsible for maintaining strict and rigid guidelines and maintaining that academic measures are met. The Education Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Education Service, and more. The Education Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Education Officer

Education Officers will make, alongside the Education Undersecretary, a comprehensive list of what a Sarovian university or college needs to be an official academic institution. This list will be enforced on institutions that grant degrees such as Kiev Staff College, Wolfwater Naval Academy and Falkenholm College.

## Academic Officer

On a lower tier than the Education Officer, Academic Officers will perform the same duty and create similar lists for institutions that grant qualifications but not degrees, such as military academies like Ironwood Military Academy and the Karlstadt Combat Arms School.

## Educational Clerk

Educational Clerks are responsible for the assistance of any other Education Service job, and help with attending events, writing reports, advising decisions and aiding in enforcing the will of the Education and Academic Officers.



# The Commercial Service

## The Treasury Undersecretary

The Treasury Undersecretary serves as the chief deputy of the President of the Treasury Board and is his or her chief advisor when it comes to Sarovian finances, budgets, and what to spend money on. The Treasury Undersecretary is personally responsible for proposing options for the budget to the President of the Treasury Board, maintaining up to date records of costs and determining the usefulness of certain events or prices for goods. The Treasury Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Commercial Service, and more. The Treasury Undersecretary should be highly educated, and should aim to have at least a Master's Degree from an accepted school.

## Commercial Officer

Commercial Officers will aid and assist the Treasury Undersecretary and the President of the Treasury Board in breaking down the Sarovian budget. It is the role of the Commercial Officer to understand the effects of impacts on the budget (higher wages, higher prices in the shop, lower wages, lower prices) and assist in the budget's construction.

## Sales Officer

Sales Officers, unlike Commercial Officers, will be responsible for the recordkeeping of Sarovian goods and services and their sales to others. Artists, GFX tailors, clerks and writers who perform duties for individuals other than themselves (including His Imperial Majesty's Government) need to be written down and recorded, so that the history of the price and the receipt of the goods are available for court cases.

## Commercial Clerk

Commercial Clerks are responsible for aiding the Commercial Officer in the elements of the budget through research on where Sarovian goods are coming from. Commercial Clerks are responsible for figuring out how much of the income on a budget is wasted (ie, training that never happened) to aid future developments.

## Sales Clerk

Sales Clerks are responsible for the development of new goods and services for sale in the Sarovian shops. It is their job to design lotteries, challenges, new items for sale as well as their prices, quantities and purpose.



His Imperial Majesty's Civil Service

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# The Legal Service

## The Judicial Undersecretary

The Judicial Undersecretary serves as the chief deputy of the Minister of Justice and is his or her chief advisor when it comes to legal institutions within New Sarovia. The Judicial Undersecretary is responsible for reviewing the decisions of the Supreme Court and First Court and [drafting these resolutions in the proper template](#). Likewise, the Undersecretary will recommend appointments to the courts. The Judicial Undersecretary is also responsible for supervising the work of his or her subordinates, recruiting members into the Legal Service, and more. The Judicial Undersecretary should aim to have at least a Law Degree from an accepted school.

## Supreme Court Justice

Supreme Court Justices are the most important judges in the New Sarovian legal system. A Supreme Court Justice must be a Justice of the First Court, who is appointed and confirmed by the Imperial Parliament through the process as stated in Article IV, Section II of the Constitution Act. They will serve for three months before needing to be reaffirmed. Supreme Court Justices must acquire the robes and wig of the Supreme Court and must possess a law degree.

## First Court Justice

Justices of the First Court may be any Sarovian citizen. These justices shall be appointed by the Minister of Justice, who His Imperial Majesty the Emperor may approve of. Any citizen who does not possess a law degree is mandated to acquire one within 2 weeks of their appointment or risk a fine, which will occur repeatedly until their dismissal.

## Crown Attorney

Crown Attorneys are individuals who possess a law degree from an approved university. Their job is to put those who break the law on trial to be punished or to compensate others for their misdeeds. The Crown Attorney's job is to collect evidence and prove to the justices of the court the argument which they have been assigned to prove.

## Constabulary Commissioner

Constabulary Commissioners are high ranking individuals of the Imperial Sarovian Constabulary who are responsible for the conduct and education of their Constables, otherwise known as "Peace Officers". The Commissioners assign orders and tasks to his or her subordinates. must be able to authorise and enforce Sarovian law in a manner in accordance with peace and the dignity of those accused, and is answerable to the Parliament over the conduct of his or her officers.

## Peace Officer

A Peace Officer of the Imperial Sarovian Constabulary is defined as a civil officer appointed to preserve law and order, granted jurisdiction in New Sarovia, as defined by the *Peace Officers Act of 2021*. A peace officer has the responsibility to enforce legislation passed by the Imperial Parliament and posted on the official website. Commissioners may set the level of enforcement and the intensity, though no law may be overlooked. Other responsibilities include a duty to report any and all crimes, potential crimes, or suspected crimes or infractions, a duty to enforce the law, by whatever means appropriate and necessary, a duty to protect, serve and help all citizens and residents of Sarovia, and a duty to follow orders from superiors.

His Imperial Majesty's Civil Service

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