

**UPWARD MOBILITY PROGRAM**  
**Annotated Guide**

Target Title: **Executive Secretary I**

Position Title Code: 14031

Salary Grade: RC-014-11

Credential or Certificate: Certificate

Options: Option 2 - Typing

Option 3 - Dictation

This position is located in all agencies. The job involves secretarial work for the manager of a small division. The position may include administrative secretarial work exclusively or it may have an additional component such as programming duties and coordinating work related to manager's position.

1/93 Content Revisions

6/08 Salary Revised