

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

Target Title: **Executive Secretary II**

Position Title Code: 14032

Salary Grade: MC-01

Credential or Certificate: Certificate

Options: Option 2 - Typing

Option 3 - Dictation

This position is located in all agencies and throughout the state, but mostly in Springfield and Chicago. A small number of positions are held in various counties, most of which will be at a facility or at a regional or district office. The job involves administrative secretarial work, and/or program duties as does the Executive Secretary I. The Executive Secretary II works for a higher level manager -- a major division or bureau manager.

9/94 Content Revisions

1/96 Salary Revised