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TEST FOR EXECUTIVE SECRETARY PART I LANGUAGE TEST Name _____ Time: _____ QUESTION # 1 Marks 10 Which of the choices mentioned under each of the following sentences is most suitable? 1. I thought this time things were going to be better. Losing the contract was _____to swallow. a) Bottom Line b) Blue Collar ...

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About Legal Secretary Test . A legal secretary is a particular category of the worker within the legal profession. In the practice of law, a legal secretary is part of the team assisting lawyers along with paralegals and legal assistants. Legal secretaries help by preparing and filing legal documents, such as appeals or motions. TYPICAL RESPONSIBILITIES. Preparation of appeals, motions, and ...

Legal Secretary test to assess legal and aptitude skills-

executive support for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent. Position Code Title - Executive Secretary-1A Executive Secretary 11 This is the first advanced level. There are two concepts for this level. The employee either provides executive support activities for a State Bureau Administrator 18 or ...

EXECUTIVE SECRETARY - State of Michigan

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