

CITY OF NAPOLEON  
EXECUTIVE ASSISTANT TO THE APPOINTING AUTHORITY

The City of Napoleon is accepting applications for the position of Executive Assistant to the Appointing Authority (Law Department). Applications may be secured beginning Tuesday November 22, 2016 from the City of Napoleon's Administration Building, 255 West Riverview Avenue P.O. Box 151, Napoleon, Ohio 43545, between the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday or downloaded from the City of Napoleon's website, [www.napoleonohio.com](http://www.napoleonohio.com) under Human Resources. A properly completed **notarized** application must be returned to the above address to the attention of Human Resources. All of these items should be submitted no later than 4:00 p.m. on Monday, December 5, 2016. Successful candidates may be subject to pre-employment testing. Please visit the City of Napoleon's website for more information. The City of Napoleon is an **Equal Opportunity Employer.**