



## *Heartland Values, Flowing Opportunities*

Employment Opportunity – Join the City of Napoleon

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### **Administrative Assistant – Fire Department (Part-Time)**

The City of Napoleon is currently accepting applications for an Administrative Assistant for the Fire Department administration. This Part-Time position will perform clerical work and minor administrative work for the administration of the Napoleon Fire and Rescue Department. Applicants must be willing to work a flexible schedule (no more than 30 hours in a week) (day/afternoon) and possess a high school diploma or equivalent, have a valid Ohio Driver's License, and be able to obtain a CPR Instructor card within 6 months of hire date. This is a part-time position with a pay rate of \$17.00 to \$21.00 an hour. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio, 43545 or at [www.napoleonohio.com](http://www.napoleonohio.com). A completed application must be returned by 4:00 p.m. on January 2, 2025, to be considered. The City of Napoleon is an Equal Opportunity Employer.

Learn more about this job opportunity, complete job description and application by visiting [www.napoleonohio.com](http://www.napoleonohio.com).

**Contact City of Napoleon's HR Director with questions at  
(419) 592-4010 or [broof@napoleonohio.com](mailto:broof@napoleonohio.com)**

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