



Heartland Values, Flowing Opportunities

Employment Opportunity – Join the City of Napoleon

Receptionist

The City of Napoleon is currently accepting applications for the position of Receptionist. This position is responsible for secretarial and receptionist work involving performance of secretarial task of a wide and varied scope. The work requires public contact and the exercise of judgment in the application of prescribed procedures and methods to routine matters. A valid Driver's License is required. The ideal candidate must possess a high school diploma or equivalent, and two (2) years of secretarial and customer service work. This is a full-time position with a pay rate of \$16.75-\$22.13 per 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. A completed **application** and **resume** must be submitted by 4:00 p.m. on May 4th, 2026, to be considered. Applications submitted without following the above requirements will not be considered for employment. The City of Napoleon is an Equal Opportunity Employer.

Contact City of Napoleon with questions at (419) 592-4010 or info@napoleonohio.com

City of Napoleon

RECEPTIONIST

DEPARTMENT: Administration
REPORTS TO: City Manager
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Lori L. Siclair, City Manager
APPROVED DATE: April 16, 2026

SUMMARY

This position is responsible for secretarial and receptionist work involving performance of secretarial task of a wide and varied scope. The work requires public contact and the exercise of judgment in the application of prescribed procedures and methods to routine matters. The employee in this class may work under close or general supervision depending upon the nature of the assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Answering the telephone and routing the calls to the appropriate departments and gives general information in response to public inquiries, handles complaints, explains simple regulations, assists residents and contractors with construction and building applications and explains simple regulations. Serves as liaison with governmental officials, department heads, constituents, attorneys, media and general public.
- Serves as receptionist to the City Manager, Mayor, Finance Director, City Engineer, Parks and Recreation Director, Law Director and/or other City officials.
- Schedules appointments for City Engineer, Building & Zoning Administrator and Construction Inspector.
- Maintains files and records for the Engineering/Building Zoning Department, including record retention and public record requests.
- Takes recreation signups for different programs and scheduling shelter house rentals; hands out recreation equipment and assists the Parks and Recreation Department with coordinating team sports.
- Prepares replies to correspondence from brief verbal or written notes, or on own initiative.
- Operates copying machine, computer hardware and software, fax machine and other office equipment as necessary.
- Prepares bid tabulations and assists with the review of the bids received by the Engineering Department.
- Logs permit intakes
- Logs checks received for fees from registrations, shelter rentals, permits, etc.
- Performs a variety of general receptionist duties.
- Provides assistance to the Clerk of Council and serves as a backup as needed
- Performs other duties as assigned from time to time. Completes or assists with completion of special projects and/or assignments.
- Maintains discretion handling confidential matters and correspondence.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of office terminology, procedures and word processing equipment.

- Good knowledge of the operations, functions and scope of authority of City departments and offices as related to the handling and disposition of complaints and requests for information.
- Ability to maintain complex clerical records and prepare reports from such sources.
- Ability to make minor decisions in accordance with laws, Ordinances, regulations and established policies.
- Ability to get along well with other employees and the general public.
- Good clerical aptitude.
- Good judgment.
- Must be tactful and courteous.
- Have good mental alertness.

LANGUAGE SKILLS

- Must be fluent in both written and spoken English.

EDUCATION and/or EXPERIENCE

- High School diploma or equivalent and two (2) years of secretarial and customer service work experience.
- Must have computer skills and be able to type.
- Must possess a valid Ohio Driver's License.

PHYSICAL DEMANDS

Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

This job must be performed on-site, unless otherwise directed.

- Provides off-site administrative support during emergency conditions at the Emergency Operations Center (EOC) for the City of Napoleon; possible long shifts; maintains EOC files as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.