

**Columbia County Tax Assessors Office  
Office Manager**

The position is responsible for direct supervision of the Tax Assessors office clerical staff and for providing administrative support to the Chief Appraiser, Deputy Chief Appraiser and the Board of Tax Assessors.

The position provides oversight of the Tax Assessors Office to properly record and compile information for an accurate Tax Digest. Accuracy at this level affects the work processes of the Tax Commissioner's office, Board of Tax Assessors and the County's budget. Annual Salary is \$59,779 with vehicle and cell allowance.

High school diploma or equivalent and certified Appraiser I as mandated by the Georgia Department of Revenue required. Applications will be accepted until position is filled.

View County Jobs and complete an online application at [www.columbiacountyga.gov](http://www.columbiacountyga.gov).

**For additional information contact**  
Columbia County Human Resources  
Phone (706) 868-3300, Fax (706) 868-3301  
email [mbartles@columbiacountyga.gov](mailto:mbartles@columbiacountyga.gov)  
Equal Opportunity Employer