

Job Summary

The purpose of this job is to manage the daily operations and functions of the Tax Assessor's Office and supervise assigned personnel. Duties and responsibilities include supervising staff As they conduct appraisals of real and personal property to compile an Equitable tax digest and performing additional tasks as assigned.

The successful candidate will work to the provisions of O.C.G.A., Title 48, Chapter 5, Department of Revenue Rules and Regulations; the Appraisal Procedures Manual; and the Miller County Board of Assessors Policies

Candidates must possess and maintain a minimum Appraiser III certification. Candidates must also possess and maintain the following:

A valid Georgia Driver's License;

Have at least seven (7) years of managerial/supervisory experience in an assessors' office;
The capability to handle job responsibilities, including, but not limited to, fieldwork and data collection and entry;

Computer skills, specifically WinGAP;

A complete understanding of all aspects of the appraisal process

All Interested candidates should submit a cover letter, and resume, to the following:

Miller County Tax Assessor
Attn: Cody Hamilton

304 West Pine St
Colquitt, GA 39837

Chamilton@millerga.org and Calday@millerga.org

Electronic submissions can be sent in PDF format.

For a detailed job description or additional questions, please get in touch with Cody Hamilton at 229-758-4100