

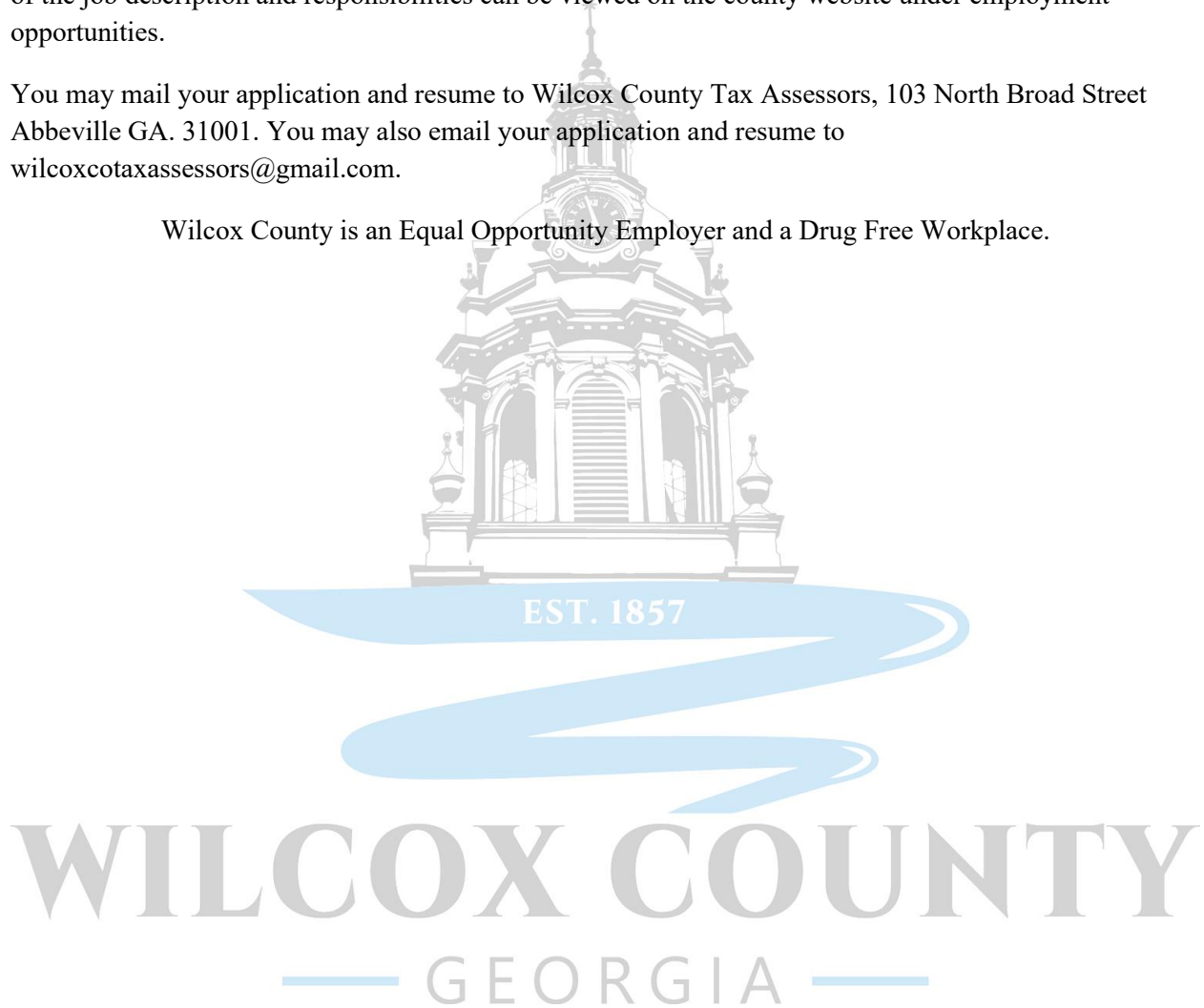
Wilcox County Board of Commissioners

“Office Manager/Appraiser 1”

Wilcox County Board of Assessors is seeking applications for the position “Office Manager/Appraiser 1”. Interested parties should mail their resume along with a completed job application which can be found on the county website under employment opportunities. www.wilcoxcountygeorgia.com. Additional details of the job description and responsibilities can be viewed on the county website under employment opportunities.

You may mail your application and resume to Wilcox County Tax Assessors, 103 North Broad Street Abbeville GA. 31001. You may also email your application and resume to wilcoxcotaxassessors@gmail.com.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.



103 North Broad Street
Abbeville, Georgia 31001
(229)467-2428

(Office Manager/Appraiser 1)

Position: Office Manager/Appraiser 1

Opens: November 18, 2025

Closing Date: Until filled

Salary: \$12.00/hr to \$15.00/hr

Description: This is an entry level position with the Tax Assessors' office.

GENERAL STATEMENT OF JOB: Clerical duties such as answering the phone, taking messages, and providing documents to customers. Assist customers as needed. File documents as needed. Reports to the Chief Appraiser.

ESSENTIAL JOB FUNCTIONS:

- Operates a variety of equipment, including: calculator, copy machine, computer, and telephone
- Works with corporate and individual taxpayers, general public, attorneys, elected officials, law enforcement, and co-workers to provide accurate and accessible records.
- Order office supplies as needed, receives, stores, and delivers documents, office supplies, records, etc.
- Answer department telephones; greets customer and visitors; provides assistance, requested documents and information regarding department services and procedures; refers callers to other staff members as appropriate; and takes messages.
- Continue professional development by attending State Revenue Appraiser Certification programs.

Education and Experience:

- High School diploma required, vocational/technical degree in accounting, office administration or related field preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to perform duties accurately and timely
- Knowledge of relevant laws, departmental and safety guidelines, and county policies and procedures.
- Ability to communicate effectively, orally and in writing, with community groups, other governmental agency representatives, County officials and the general public.

SPECIAL REQUIREMENTS

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

Hiring Range: \$24,960.00 - \$31,200.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume may be emailed to wilcoxcotaxassessors@gmail.com. Position open until filled.

The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

E-Verify: In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.



WILCOX COUNTY
— GEORGIA —