

COLUMBIA COUNTY
Job Description

Job Title: TAX SALE POSTER, **Temporary Six (6) Week position**
Department: TAX
Reports To: Chief Tax Assessor
FLSA Status: Non-Exempt
Prepared Date: April 2026

Job Summary:

The Tax Sale Poster is responsible for physically posting official notices of tax sales on designated properties in accordance with local and state regulations. This role is critical in ensuring legal compliance for delinquent property tax proceedings by providing proper public notification.

Key Responsibilities:

- Post tax sale notices on properties listed for tax delinquency within assigned geographic areas
- Verify property locations using maps, GPS, or property records
- Ensure notices are securely and visibly affixed according to legal requirements
- Take clear, time-stamped photographs documenting each posting
- Maintain accurate records of postings, including date, time, and location details
- Report any issues encountered (e.g., inaccessible properties, safety concerns, incorrect addresses)
- Submit documentation and reports in a timely manner

Qualifications:

- High school diploma or equivalent required
- Valid driver's license and reliable transportation
- Ability to read maps and follow directions accurately
- Comfortable working independently in outdoor environments
- Strong attention to detail and organizational skills
- Basic proficiency with smartphones or cameras for documentation purposes

Preferred Skills:

- Familiarity with local property layouts or tax sale processes
- Experience in field work, inspections, or delivery services
- Ability to handle physically active work (walking, standing, light lifting)

Working Conditions:

- Primarily outdoor work in various weather conditions
- Travel required within assigned counties or regions
- Flexible hours may be necessary to meet posting deadlines

- May come in contact with hostile homeowners
- Must be able to work evenings and weekends

Disclaimer:

This position involves legal compliance responsibilities. Accuracy, reliability, and adherence to guidelines are essential.

The County of Columbia is an equal opportunity employer. In accordance with the Americans with Disabilities Act, as amended, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the Employer.