VACANCY ANNOUNCEMENT IN HOUSE ONLY

Date: November 20, 2026

START DATE WOULD NOT BE TILL MARCH 1, 2027

Greene County Department of Social Services **CLOSING DATE:**

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CHILD SUPPORT SUPERVISOR II

Position #: 179-40-777 Salary Grade: 68

Hiring Salary: $50,166 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

The primary purpose of this position is to provide day to day oversight and leadership of the Child Support Unit which consists of three Child Support Agent II's and the Unit Office Assistant IV. This position may involve some direct child support enforcement/establishment work on the more difficult or controversial cases such as Interstate Child Support Cases and Conflict of Interest cases. The vast majority of this position is supervisory and administrative in nature and includes conducting regular employee conferences, annual employee evaluations and work plans, record reviews and program monitoring. This position also provides supervision for the Child Care and Work First Employment programs which consists of one Social Worker II. This position ensures that all programs and services in the workgroup are provided according to programmatic policies of the Federal, State and County governments, as well as the policies approved by the County Board of Social Services. The vast majority of this position is supervisory and administrative in nature and includes conducting regular employee conferences, annual employee evaluations and work plans, record reviews and program monitoring. This individual is a member of the agency's management team that consists of all agency supervisors and is involved to a high degree in participatory management style with the Director. This position interacts frequently with other supervisory positions within the agency.

EDUCATION AND EXPERIENCE

The Supervisor must be a high school graduate with four years of experience in investigative, judiciary, eligibility, attorney's office or related work which provides the know ledges, skills and abilities needed to perform the work, including one year of IV-D experience; four year degree plus one year of experience in the Child Support Enforcement Program; or Associate of Arts degree in business, human resources,, law enforcement or closely related field and two years of experience in investigative, judiciary, eligibility, attorney's office or related work, including one year of IV-D experience.

HOW TO APPLY

A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:
Please mail applications and transcripts to the attention Greene County HR 229 Kingold Blvd; Suite D Snow

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

11/20/2026