



POSITION TITLE

Paralegal for Right-of-Way Acquisitions and Eminent Domain Process (Technical Level)

RESPONSIBILITIES

- Research, interpret, and organize public records for submission to County Attorney for filing of Eminent Domain proceedings.
- Generate legal descriptions for acquisition files, as necessary.
- Track condemnation lawsuits to disposition.
- Generate condemnation agenda items for Cobb County Board of Commissioners' approval, process right-of-way acquisition contracts and intergovernmental agreements pertaining to the SPLOST right-of-way acquisition activities.
- Order title certificates for all right-of-way projects.
- Process payments for condemnation awards.
- Input information pertaining to condemnation activities into the Cobb County's Project View System (PV).
- Attend evening project meetings, as necessary.
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- Paralegal Certificate
- 1-3 years of experience preferred
- Strong computer skills: MS Outlook, Microsoft Office

ABOUT THE ROLE

- Position Location – Marietta, GA/Cobb County Department of Transportation
- Employment Status – Full-time

ABOUT CROY

Croy is a full-service engineering firm providing transportation, aviation, site, and municipal design services as well as program management, land acquisition, construction administration and construction inspection. Croy currently serves as the Right of Way Program Manager for Cobb County Department of Transportation. We are a company driven by community. From planning runways, highways, or greenways to designing, surveying, or managing construction projects – we've got your back. It's why our clients are our top priority – because communities aren't shaped just by projects, but by people. It's why we're committed to being approachable, accessible, and responsive. It's why as your needs change, challenges arise, or timelines get shortened, we're your first phone call. And it's why we give back through volunteering, mentoring, and supporting non-profits. Because the places where you live, work, and play – we call them home, too. We believe in engineering the extra mile. It's what we do.

TO APPLY

To apply, please send resume to resume@croyengineering.com.