



## **POSITION AVAILABLE**

### **LAND ANALYST**

**DALLAS, TX**

### **JOB DESCRIPTION:**

Assist with ongoing land operations, acquisitions activities and strategies in the Land Department.

### **JOB RESPONSIBILITIES**

- Prepare, maintain and process land related files
- Review title opinions. Assist with curative with direction from title attorney and/or landman
- Assist in preparing contracts, agreements, correspondence and various land documents to be transmitted to surface owners, royalty interest owners, industry partners and working interest owners
- Assist with title issues and accounting questions related to division orders, asset sales, leasing and acquisitions
- Prepare transmittals, check requests, oil and gas leases, assignments, rights of way and other associated contracts
- Prepare and transmit proposal letters to partners on wells, workovers, completions, lease acquisitions
- Research and correspond to inquiries regarding invoicing
- Respond to non-operator, royalty/surface owner inquiries
- Prepare plats and maps
- Update records and monitor monthly lease obligations, expirations and terminations
- Prepare presentations and spreadsheets for weekly status reports
- Provide analysis of land contracts and leases
- Calculate working and net revenue interests
- Assist in resolving accounting issues as needed

## **Education and Experience:**

- 2+ years recent related experience including Oil and Gas land contracts
- Mineral and royalty acquisition-related experience and other field land work experience a plus
- Solid computer skills, including highly proficient in MS Excel, Word, Outlook and Power Point and internet research, Quorum knowledge a plus
- Extremely detail-oriented, organized and able to multi-task with strong communication and planning skills are key to this position
- 4 year college degree preferred
- Advanced verbal and written communication skills

## **JOB BENEFITS**

Compensation includes industry competitive salary commensurate with experience, performance incentives, plus medical and dental benefits, 401 (k), etc. Details are available upon application.