

POSITION DESCRIPTION

NAME:

POSITION TITLE: Lease Analyst

DEPARTMENT: Land

REPORTS TO: Walt Nixon | wnixon@tug-hilop.com | 817-632-3400

POSITION PURPOSE: Responsible analyzing, interpreting, organizing and maintaining oil and gas leases and contracts.

ESSENTIAL FUNCTIONS:

- Verify, proofread and organize lease and contract files upon receipt.
- Create and scan lease, well and assignment files; maintain physical and digital filing system in good working order.
- Setup and maintain lease and contract records in Excalibur.
- Manage lease and contract record updates and changes; review lease files to verify changes are appropriate.
- Facilitate ownership changes for mineral, royalty and working interest owners; ensure adequate documentation is received before modifying lease records.
- Correspond with mineral, royalty and working interest owners as necessary to obtain or provide lease and/or contract information.
- Monitor and provide monthly reports on lease expirations, lease rentals, and other time sensitive lease obligations.
- Create and distribute reports from Excalibur.
- Coordinate with GIS Specialist to resolve lease mapping issues.
- Send and track documents for recording.
- Assist Landmen in the preparation of unit designations, assignments, curative documents and other contracts.

REQUIREMENTS - The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM JOB:

- 3-4 years job related experience.
- Proficiency with MS Office Suite, specifically MS Word and MS Excel.
- Experience with land records software system(s), Excalibur preferred.
- Enthusiasm for growing land related knowledge base.
- Detail oriented.
- Excellent time management, organizational and communication skills.
- Daily teamwork and effective collaboration with employees inside and outside department to present or discuss data or information pertinent to a specific assignment or to make recommendations regarding daily problems.
- Regular, professional and courteous communication with those outside the company.
- Sound judgment and interpretations skills required.

EDUCATION OR LICENSES REQUIRED:

- High School diploma or equivalent and more than two (2) years of formal training after high school though a post-high school degree is not required.

PHYSICAL/ SAFETY REQUIREMENTS:

- Standing, bending, stooping, and lifting weights up to and including 20 lbs. may be required.

OTHER: Conformance with the standards of conduct, attendance policies and grooming policies are essential to the successful performance of this position. Employees with regular violations of company guidelines will be subject to disciplinary action, up to and including termination of employment.

I HAVE READ AND UNDERSTAND THE POSITION DESCRIPTION INFORMATION AND HEREBY STATE THAT I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATION. ACCOMMODATIONS ARE DETERMINED BY MANAGEMENT.

PRINT NAME

SIGNATURE

DATE