



O&G Land Summer Intern

Vernon E. Faulconer, Inc., a growing, well respected independent Oil & Gas Company has an opportunity for a Summer Land Intern to work in support of our Land Department. The position is based in our Tyler, Texas headquarters.

Intern Duties and Responsibilities:

- Assists Land Department with maintaining Land Record System.
- Provides daily general administrative support to all members of the Land Department as required.
- Assists Lease Record Analysts in researching Land files for information pertaining to title, miscellaneous agreements, boundaries, Rights-of-Way, and other information as requested. Prepares and assists with Lease Records correspondence as requested by Analysts.
- Assists with Regulatory Applications, Orders and Notices, for required states.
- Provides support with file retirement on all lease, unit, well, gas contract, and division order files upon occurrence of well abandonment.
- Performs maintenance and updating of Land Record system data.
- Assists with construction and maintenance of all Division Order files for Company properties including acquisitions and outside operated properties. Assist in the setup of new well acquisitions.
- Assists with division of interest changes as assigned by the DO Analysts. Duties includes making the division of interest change, preparing division orders and associated cover letters, scanning and filing the curative for division of interest changes.
- Assists with DO research projects as required. Duties include chain of title research, and searching for division orders or legal instruments requested by owners.
- Provides general administrative support on Land special projects as needed.
- Conducts research for Land Department as required.

Required Qualifications:

- Proficient in performing administrative duties with intermediate to advanced skill levels in Microsoft Word and Excel.
- Detail-oriented with demonstrated ability to work independently with limited supervision.
- Able to multitask and prioritize projects as outlined by supervisor.
- Strong organization and written communications skills.
- Demonstrated ability to analyze and compile data and perform basic calculations while maintaining confidentiality.
- Good interpersonal/communication skills.
- Previous Oil and Gas Land exposure is a plus but not required.

For consideration please email resume to careers@vefinc.com EOE