



Lease & Title Analyst – Land Department

Vernon E. Faulconer Inc., a growing Independent Texas Oil & Gas company with over 40 years in the business, has an opportunity for an experienced Lease and Title Analyst in our Land Department. The Lease and Title Analyst performs a key role in analyzing all leases, assignments and other documents related to the Land Department.

Duties and Responsibilities:

- Analyze leases, easements, and other related documents and input related information into in-house Land system.
- Manage monthly obligations and payment calendars.
- Manage and distribute weekly Shut-In Report.
- Assist with Acquisition due diligence and/or Divestiture process.
- Research and review title to verify ownership interests and prepare ownership reports.
- Set up, maintain and research Land, Lease, Unit, and Miscellaneous files as required.
- Analyze, summarize and verify oil and gas ownership interests.
- Research incoming regulatory items for assigned states.
- Prepare Exhibits for Assignments, Farmout Agreements, or special projects when requested.
- Performs departmental filing and scanning as needed.
- Assist with completion of all phases of work within the Land Department and perform any additional duties that may be assigned.

Required Qualifications:

- Three (3) plus+ years Land administrative experience in maintaining oil and gas lease records and title research strongly preferred, but not required.
- Business related bachelor's degree strongly preferred, but not required.
- In-depth knowledge and experience of oil, gas and mineral leases and Land related functions. Ability to compile and analyze data.
- Previous GIS Mapping experience desired, but not required.
- Strong computer and software skills including MS Word and Excel.
- Ability to multitask and prioritize projects.
- Good organization skills and proficient in oral and written communication skills.
- Ability to maintain confidentiality and demonstrate sound judgment in performance of job responsibilities.
- Must demonstrate the ability to work with limited supervision.

Attractive compensation and benefit package for qualified candidates. For consideration please submit resume to Human Resources Department at careers@vefinc.com EOE