



FAULCONER ENERGY

Oil & Gas – Land Lease & Title Analyst

Position Profile:

Falconer Energy, LLC. a well-respected, growing, privately-owned Independent Texas Oil & Gas Company with over 40 years in the industry, has an opportunity for an experienced Lease and Title Analyst in our Tyler, Texas corporate office. The Lease and Title Analyst performs a key role in analyzing all leases, assignments and other documents related to the Land Department.

This Lease & Title Analyst role is a new position which has resulted from ongoing growth of Falconer Energy. This position represents a great career opportunity for the right individual who wants to contribute to the continued success of an evolving Company in the Oil & Gas Industry.

The Lease & Title Analyst position is **located in beautiful Tyler, Texas** in the Piney Woods. This location is very desirable due to the **high quality of life**, minimal commuting time to work and abundant recreational activities in the area. If you are contemplating a life style change from the congested city, Tyler provides a **great family-friendly alternative**.

Position 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 of 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.
- Administratively proficient with ability to manage time, priorities, and objectives effectively.
- Excellent interpersonal skills with ability to work effectively with diverse groups of people.
- Ability to work in a fast-paced team environment.
- Previous GIS Mapping experience desired, but not required.
- Strong computer and software skills including MS Word and Excel.
- Ability to multitask and work multiple, diverse projects effectively.
- Good organization skills and proficient in oral and written communication skills.
- Ability to maintain confidentiality and demonstrate sound judgment in performance of job responsibilities.
- Demonstrated ability to work with limited supervision.
- US Citizen or already have the right to work in the United States for any employer without sponsorship.

Attractive compensation and benefit package for qualified candidates.

For consideration please submit resume to Human Resources Department at careers@faulenergy.com EOE