



FAULCONER ENERGY

Land Technician

Position Overview:

Faulconer Energy, LLC., a growing independent East Texas oil & gas company with over 40 years in the business, has an opportunity for an experienced Land Technician.

The Land Technician supports Faulconer Energy's Land Department by maintaining accurate lease, title, and ownership records and providing research, mapping, and administrative support across the full lifecycle of the company's oil and gas assets. This role works closely with Landmen, Lease Analysts, Division Order Analysts, Accounting, and Operations to ensure land and lease data is complete, current, and readily accessible, and supports Lease Analysts and Landmen with title curative, due diligence, and courthouse research for acquisitions, divestitures, and day-to-day activity.

The Land Technician reports directly to the respective Landman and receives guidance from Lease Records Supervisor and Division Order Supervisor. The position will provide administrative support to the Land Department as needed.

Essential Duties and Responsibilities:

- Maintain and update the company's land, lease, well, and unit databases (e.g., wells, units, leases, assignments, unit agreements, right-of-way and surface use agreements) in PakEnergy, assist with data entry, cleanup and verification efforts to ensure records are accurate, complete, and properly indexed.
- Independently manage both operated and non-operated AFE workflows, including digitizing, storing, and tracking AFE's to ensure timely elections and accurate documentation.
- Prepare and transmit proposal letters to partners on wells (workovers, P&A, recompletions) and assist with inquiries.
- Provide reporting and analysis to Landmen and management on AFE activity.
- Assist Lease Analysts and Landmen with title research at county courthouses and through online recording systems, including running and updating title on company and prospective acreage.
- Assist Lease Analysts and Landmen with abstracting oil and gas leases, deeds, assignments, releases, and other title instruments, and with preparing and tracking title curative documents (affidavits, ratifications, stipulations).

- Build and maintain leasehold, unit, and well-location maps using GIS mapping software, integrated with the company's PakEnergy land records; prepare land plats and exhibits for internal and third-party use, and provide mapping support for farmouts, AMLs, and acquisitions.
- Enter and update acquisition, divestment, and farmout/term assignment data in the company's land management system (PakLand).
- Support acquisition and divestiture due diligence, including data room preparation, lease audits, and title defect tracking.
- Coordinate the filing and recording of instruments with county clerks/recorders and retrieve recorded documents for the land file.
- Assist Division Order Analysts with transaction notice distribution, transmit division orders, process returned mail, including checks and 1099's, and prepare and organize all new and history Division Order files.
- Respond to land data requests from Land, Legal, Accounting, Operations, and outside partners; prepare ownership and lease summaries as requested.
- Maintain, scan, and file all temporary files.
- Assist with right-of-way, surface use, and damage settlement documentation and filing.
- Support state regulatory filings (e.g., Railroad Commission of Texas or applicable state agency) that require accurate land and lease information.
- Maintain strict confidentiality of proprietary lease, title, and ownership information.
- Provide back-up support to the front desk, in answering rollover phone calls, and assist with daily mail delivery and pick-up.
- Perform other land administration duties as assigned.
- Assist with Special Projects as assigned.

Required Qualifications and Skills:

- Associate's or Bachelor's degree in Land Management, Paralegal Studies, Business, or a related field preferred; equivalent combination of education and experience will be considered.
- 3-5 years of diversified administrative experience required with Land Technician, Landman Assistant, or Paralegal experience in the oil and gas industry strongly preferred.
- Working knowledge of oil and gas lease terminology, AAPL forms, and standard title documents (leases, assignments, deeds, mineral/royalty conveyances).
- Experience assisting with lease and title curative processes strongly preferred.
- Proficiency with land management/database software (e.g., PakEnergy and PakLand) and GIS mapping tools (e.g., ArcGIS, PakLand).
- Proficient in performing administrative duties with intermediate to advanced skill levels in Microsoft Word and Excel to include sorting/filtering and basic formula.
- Ability to read and interpret legal descriptions, plats, surveys, and title opinions.
- Excellent organizational skills and attention to detail; able to manage a high volume of records with a high degree of accuracy.
- Strong written and verbal communication skills; comfortable coordinating with internal departments, landmen, attorneys, and county officials.

- Ability to work independently, prioritize competing deadlines, and exercise sound judgment on confidential matters.

Attractive compensation and benefits package for qualified candidates. For consideration, please fax or email resume to Attn: Human Resources, (903) 581-2111, or careers@faulenergy.com EOE