

9Q3-24r - Lease Analyst/Sr. Lease Analyst

Location: Denver, CO

General Summary

Analyzes and interprets provisions of various leases, deeds, rights of way, mineral records and agreements involving company assets for assigned areas. Maintains payments for leases. Analyzes legal changes that impact minerals and operations and incorporates those changes into work process. Records all necessary instruments in the county records.

Principle Duties and Responsibilities

- Analyzes, prepares and maintains lease and mineral records for operated and non-operated properties
- Conducts research, calculates interest and verifies titles for leases, mineral deeds, conveyances and assignments
- Sets up Divisions of Interest according to prospects and ties producing properties to appropriate leases
- Monitors, analyzes and submits documents for rental, minimum-royalty and shut-in payments
- Determines working interests and burdens associated with interests based on title analysis of deeds, assignments, purchase & sale agreements, probate documents, leases and royalty agreements
- Acts as liaison to Accounting, Marketing and Operating departments, when necessary, to respond to property related inquiries
- Updates system on Final Reports, Sundry Notices, Disposition Letters, and 1st Pay Notices
- Oversees duties performed by Clerks and assists in their training

Job Specifications

- High School Diploma or equivalent and six or more years lease records/division orders experience or Bachelors degree and two or more years related experience
- Working knowledge of land operations and administration in the oil and gas industry
- Advanced computer and software skills
- Excellent communication and interpersonal skills
- Project Lead experience preferred
- Ability to multi-task (able to handle numerous high priority projects simultaneously)
- Proven problem solving skills
- Ability to conduct detailed research

Additional Details

Working Conditions

Normal office environment.

* Will hire at level appropriate with experience.

How to Apply

Please go to https://oracledmz.nobleenergyinc.com/OA_HTML/IrcVisitor.jsp, register your account and submit your resume for consideration.

Thank you.