

Job #: 8Q3-269r
Job Location: Denver, CO
Job Title: Senior Division Order Analyst

Brief Posting Description

Analyzes and interprets provisions of various leases, deeds, rights of way, mineral records and agreements involving company assets for assigned areas in order to facilitate the distribution of proceeds from oil and gas sales and collection of well expenses. Maintains ownership records of producing properties in assigned area. Analyzes legal changes that impact minerals and operations and incorporates those changes into work process.

Detailed Description

- Determines working interests and burdens associated with interests based on title analysis of deeds, assignments, purchase & sale agreements, probate documents, leases and royalty agreements
- Drafts summary analysis of chain of title based upon reviews
- Analyzes division order title opinions and all associated documents
- Processes all probate information and transfer documents from interest owners in order to maintain a correct division of interest
- Maintains and corrects divisions of interest when payouts and recompletions occur
- Acts as liaison to Accounting, Marketing and Operating departments when necessary to respond to interest owner inquiries
- Updates system on Final Reports, Sundry Notices, Disposition Letters, and 1st Pay Notices
- Prepares AFE billing forms and provides to other departments
- Oversees duties performed by Clerks and assists in their training

Job Requirements

- High School Diploma or equivalent and seven or more years lease records/division orders experience or Bachelors degree and five or more years related experience
- Advanced knowledge of land operations and administrative process in oil and gas industry
- Advanced computer and software skills
- Broad technical ability
- Very good interpersonal skills
- Some supervisory or project lead experience
- Ability to multi-task (able to handle numerous priority projects simultaneously)
- Ability to train at all levels (one on one or group setting)
- Very good problem solving skills
- Ability to do detailed research
- Very good written and oral communication skills (department liaison for the group within Admin as well as other departments)
- Team oriented versus Individual contributor

Additional Details

Normal office environment.

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.