

# PXP

Plains Exploration & Production Company

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## **Sr. Lease Records Analyst**

Property Administration - Houston

### **BASIC PURPOSE OF POSITION:**

Position is responsible for ensuring effective administration and control of all lease records in an assigned geographical area and transactions in connection with properties, non-producing and producing and interest acquired, owned, operated or purchased by PXP.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Set up and maintenance of lease records and contracts for assigned geographical area.
- Verify all lease input.
- Prepare exhibits as requested.
- Perform research for Landmen and others as needed.
- Prepare spreadsheets for departmental use as needed.
- Review leases to determine shut-in, minimum royalty, and royalty in lieu of drilling obligations.
- Analyze lease well and unit wells to determine affected leases that need to be cross-referenced to the well and/or unit and contracts in Excalibur land system.
- Analyze and calculate rentals.
- Analyze and re-work cessation of production clauses and determine how it affects the validity of leases.
- Set up Indian-BIA and BLM leases for rental purposes, change of ownership etc.
- Calculate working interest and net revenue interest for lease.
- Analyze Title Opinions and all other legal contracts in connection with assigned properties.
- Direct activities of Lease Analyst Assistant as required.
- Support and assist the assigned business unit Landmen as requested.
- Work closely with the Lease Records Department as well as Landmen in assigned areas, Attorneys/Legal staff, and Revenue Accounting (internal departments/employees). Incumbent will also interact with the general public on a one-to-one basis with lease owners and/or their representatives.

### **POSITION SPECIFICATIONS:**

- High School Diploma or GED equivalent required.
- Minimum of 8-10 years progressively responsible experience in land/lease records and strong familiarity with Joint Operating Agreements, Farm-Outs, Farm-Ins, Unit Agreements etc.
- Excellent oral and written communications skills.
- Demonstrated proficiency in computer applications and applications specific to PXP including but not limited to Excel, Word (Excalibur Land System experience is a plus but not required) incumbent must be able to set priorities and follow through with assigned tasks with limited supervision.

- Must be diplomatic in offering alternative solutions and have the ability to explain the ramifications of title problems to lease owners so they will take the appropriate action.
- Must have ability to cooperate and gain the cooperation of co-workers and external stakeholders.
- Must perform well under tight time pressures and work extra hours as needed.

### **EQUAL OPPORTUNITY EMPLOYER**

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Applicants to apply through the careers section of our website at [www.pxp.com](http://www.pxp.com).