

We are assisting our large independent oil and gas client in filling an opportunity for a **Senior Division Order Analyst**. Qualified applicants will have 6+ yrs Division Order Experience with an advanced knowledge of land operations and administrative process in the oil & gas industry as well as excellent communication and interpersonal skills.

Position in Brief:

The Sr. Division Order Analyst 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. This individual will maintain ownership records of producing properties in assigned area. They will also analyze legal changes that impact minerals and operations and will incorporate those changes into work process.

- 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

Qualified applicants please send your resume to Rachael Hood at rhood@maxwelldrumsmond.com. All resumes will be handled in a confidential manner and will not be submitted to our client without further discussion with the potential candidate.