



Sentinel Peak Resources LLC

POSITION DESCRIPTION

TITLE: Land Analyst
DEPARTMENT: Land - Bakersfield
REPORTS TO: Manager of Land

BASIC PURPOSE OF POSITION:

Provide technical and administrative support to the Land Manager and other designated Land Department personnel, assist in preparing oil & gas contracts, leases, assignments, all related files and correspondence, land maps and plats, and other responsibilities as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Landmen with agreement exhibits and attachments
- In conjunction with Land Administrator, monitor AFEs and contracts for pending dates and deadlines and ensure timely approvals and elections
- Prepare correspondence and contracts, assignments, J.O.A.s, and other contract and file-related documents
- Locate and research leases, contracts, and regulatory orders as directed by Landmen
- Prepare and secure appropriate approvals for various governmental forms associated with federal and state leasing requirements in conjunction with Land Administrator
- Coordinate with Land Administrator to have appropriate documents recorded in county recorders' and agencies' records
- Gather, aggregate, and analyze land-related and/or agency-related information and data as directed, particularly from available internet sources
- Prepare and/or assist in preparing PowerPoint and other presentations, custom spreadsheets, and reports
- Create or assist Drafting group in creating maps and plats in ARC/GIS based on lease information and other related data
- Track federal, state, and other land sale results and post results to maps
- Schedule and organize department and/or partner meetings as needed
- Track and forecast acreage additions and expirations within prospects as directed

POSITION SPECIFICATIONS:

- High School Diploma or GED equivalent required; college preferred
- Minimum of 2 years' experience with oil and gas exploration and production Land or Land Administration Department, oil and gas brokerage firm, or oil & gas legal firm
- Knowledge of Quorum preferred
- Notary Public for the State of California a plus
- Familiarity with oil & gas terminology
- Knowledge of public land regulations a plus
- Strong analytical skills

- Self-starter, motivated
- Excellent computer software skills in MS Office (Word, Excel, and PowerPoint); knowledge of SharePoint
- Able to multitask and work independently or with limited supervision on concurrent and/or consecutive projects
- Excellent written and verbal communication skills with the ability to interact and respond to the public in a professional and courteous manner.
- Demonstrated initiative to identify and solve problems and strong bias towards action and not letting open problems/issues remain unresolved; highly self-motivated.
- Commitment to follow up, including follow up to ensure complies with SPR requests for data, completed forms and information.

PHYSICAL REQUIREMENTS:

Visual and manual dexterity are extremely important for this position as is mobility to walk safely in oilfields, along proposed improvement corridors, to view potentially impacted areas, and overall safely traverse irregular terrain. Visual acuity to safely drive at night and in a variety of weather conditions is required.

The job presents work hazards that are customary in upstream oil & gas production sites. Incumbent will be subject to performing sedentary to light work, exerting up to 25 pounds of force occasionally, or constantly lift, carry, push, pull or otherwise move objects, reach overhead for items, stoop, bend, and twist while working. Other physical activities include ability to utilize fingers to feel and grasp objects or work devices as needed and manual dexterity in the use of the hands, seeing, talking, hearing, performing repetitive motions and standing for long periods of time. Incumbent must be able to drive a vehicle, usually a car or light truck, and get into and out of the vehicle on a regular basis. Requirements include walking on uneven ground and over or around obstacles or structures such as pipes or low rails and walls, and up and down stairs on a regular basis.

DISCLAIMER:

The position description has been designed to indicate the general nature and level of work performed by employees within this classification. The essential duties, responsibilities and physical requirements above describe those functions that are essential to the performance of this job. The above description does not include all the duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

An Equal Opportunity Employer: race, color, religion, national origin, citizenship status, sex, sexual orientation, gender identity, age, genetic information, disability, Veteran status or any other characteristic protected by federal, state or local law.