



Job Title: Oil and Gas Transactional Attorney
Department: Legal
Reports To: Executive Vice President and General Counsel
Location: State College

This position is responsible for providing legal advice and counsel on all matters relating to oil and gas operations of a publicly traded oil and gas company operating in the Appalachian Basin, Illinois Basin and the Rockies Region, including drafting, reviewing and negotiating a wide range of complex oil and gas agreements, providing advice on oil and gas regulatory compliance, oil and gas marketing and representing the company in negotiations with land owners, contractors, suppliers and customers.

Education/Qualifications:

1. Bachelor's Degree and a Juris Doctor from an ABA accredited law school
2. Minimum of 5 years experience as an attorney practicing in oil and gas transactional law working in either a large corporate law firm or in-house legal department
3. Admitted to practice law in the Commonwealth of Pennsylvania or eligible for admission to practice law in the Commonwealth of Pennsylvania by virtue of membership in the bar of a reciprocal state jurisdiction.

Requirements/Skills:

1. Exceptional written and oral communication skills
2. Strong ability to negotiate, draft and review oil and gas transactional and operational documents and agreements
3. Strong ability to interpret and comprehend legal documents and conduct legal research
4. Proficiency in computerized legal research, e.g. Westlaw.
5. Highly intelligent with ability to think analytically
6. A team player with the ability and understanding of how to operate in a dynamic organization
7. Capable of generating a high degree of respect and trust rapidly from the various operating units, departmental and corporate staff
8. Proven ability to deal effectively with individuals at all levels and functions within and outside the organization
9. Aggressive self-starter, results- and success-oriented, with the ability to be responsive and follow through on programs and plans which have been developed

Job Duties and Responsibilities:

- Provides legal advice and counsel on all oil and gas operations and transactions, including mergers and acquisitions, exploration and development, joint operations, oil and gas marketing, and leasing.
- Manages the drafting, negotiation, analysis and administration of all oil and gas contracts, including oil and gas leases, joint operating agreements, exploration and development agreements and marketing agreements.
- Works with regional managers and land managers to develop oil and gas leasing policies and procedures, leasing agreements and title review procedures.

- Represents the company in negotiations with landowners/royalty owners, joint interest owners, contractors, suppliers, customers, and their legal counsel.
- Provides guidance and support to other company departments with respect to contract interpretation and oil and gas regulatory matters.
- Exercises appropriate judgment regarding business and legal issues in order to recommend appropriate actions.
- Provides competent and creative strategic legal guidance to anticipate and prevent problems and to ensure legality of documentation, business plans, policies and procedures.
- Conducts legal research and interprets effects upon business operations and advises appropriate management of implications thereof.