



Job Title: Supervisor, Title Curative

Department: Land

Reports To: Manager, Land Records

Location: State College, PA

This individual will be primarily responsible for ordering drilling title opinions, tracking title requests, acquiring or coordinating for the acquisition of title curative and communicating with lawyers, landowners and land agents in support of this function.

Education/Qualifications

1. Bachelor's Degree in Land Management, Energy Management, Petroleum Land Management or related field, or equivalent experience.
2. 5+ years of land experience in the oil & gas exploration and production industry.

Requirements/Skills

1. Advanced computer skills are necessary with proficiency using Microsoft Office; strong working knowledge of Enertia or similar database program.
2. Ability to draft and review contracts.
3. Highly developed communication and interpersonal skills to establish relationships.
4. Knowledge of the laws, regulations and the legal documents surrounding the oil and gas industry.
5. Must be a motivated, self-starter to take the steps to complete a deal from start to finish.
6. Strong organizational skills to establish effective plans.
7. Must possess the ability to multi-task and work in a team environment.
8. Highly developed business skills with knowledge and experience in land administration techniques.
9. Ability to focus and attention to details is critical.

Job Duties and Responsibilities

- Maintain all legal documents such as contracts, sales agreements, drilling, producing and title maintenance, title opinions and related curative documents, mineral and surface leases, joint operating agreements, deeds, easements, etc.
- Work and comply with all local, state and federal agencies and regulations.
- Monitor acquisition of the curative by others in a timely manner to keep up drilling timetables.
- Track the title opinion progress and curative progress through regular reporting to the Land VP.
- Provide regular daily and/or weekly reports on progress to keep the Land VP updated on mineral title issues.
- Research title issues with reference to current law, monitor changes to current law as it affects mineral title issues

- Interact with other departments to learn pertinent title issues and to stay focused on keeping title opinions ordered timely and titles cured in supporting an active drilling program.
- Coordinate the formation of drilling units and with GIS Land Mapping stay current on ensuring leases within proposed active units have clear title prior to royalties being paid.
- Review title opinions and applicable files and provide material necessary for new drilling, workovers and recompletions.
- Prepare, update and maintain existing records for accuracy; prepare necessary management reports to ensure compliance with budgets and land-associated obligations.
- Review lease files for title veracity, obtain necessary documentation to complete chain of title.
- Verify and process interest ownership changes.