



**Job Title:** Title & Curative Land Agent

**Department:** Land

**Reports To:** Senior Landman/Project Manager

**Location:** Butler, PA

This individual will be primarily responsible for the review and analysis of drilling title opinions, the determination of title curative documents required, the actual acquisition of the curative documents and tracking and maintaining a schedule of acquisition documents to conform with an active drilling schedule such that drilling timetables can be met. This position requires interacting with landowners daily in such acquisition duties.

**Education/Qualifications**

1. BA/BS degree required.
2. Minimum 2 years land agent experience, a portion of which should be in a title curative capacity.  
RL, RPL, CPL preferred.

**Requirements/Skills**

1. Working knowledge of land and legal issues relating to oil and gas matters.
2. Ability to draft curative documents.
3. Proficiency in all aspects of Microsoft Office required.
4. Ability to multi-task in a fast-paced environment.
5. Independent thinker with good communication skills.

**Job Duties and Responsibilities**

- Analyzes drilling title opinions, prepares curative documents, and interacts with landowners in acquisition of such title curative documents.
- Coordinates activity based on a strict timetable such that active drilling timetables are met.
- Tracks progress of title curative within such time frames and regularly communicate the results to Supervisor.
- Interacts with lease brokers who may be assisting in title curative endeavors to keep them on track with corporate guidelines. Interacts with attorneys to understand title curative requests and to gain interpretation of meanings in title opinions.
- Coordinates with Land GIS in the formation of drilling units. Ensures leases within units have had title curative cleared.
- Negotiates for the acquisition of open leases within active units once outlines have been determined. Ensures drilling title opinions are ordered on the newly leased acreage and title curative acquired as needed.
- Communications results of efforts on a regular basis to Supervisor and solicits input such that corporate mandates are adhered to and schedules are met.