



## Land Technician

### JOB DESCRIPTION

#### JOB INFORMATION

Position Title:	Land Technician
Reports to:	
Department:	Land

#### JOB SUMMARY

**Land Technician** is responsible for providing support to the Land Department. The Land Technician will be assigned administrative and clerical tasks for senior land staff including the director of land, land admin manager, landman, lease analyst and division order analyst.

#### RESPONSIBILITIES

- Proficient in land administration tasks. These tasks include, but are not limited to: mailing, maintaining electronic and physical files, filing and fielding phone calls.
- Creating land well files, division order files, contract files right-of-way files, and lease files
- Assist Division Order Analyst with preparing monthly backup for revenue decks for first production wells including making labels
- Print and mail division orders to be signed and returned. Organize and file signed division orders
- Assist Division Order Analyst with making copies for requests from auditors
- Be able to efficiently manage the proper receiving, recording, documentation, preparation updating, maintaining, and dissemination of all land documentation
- Input and edit land contract information in BOLO
- Act as a backup to create and manage Cost Center Numbers
- Develop a working knowledge of department processes
- Responsible for assisting in the development and then maintenance of policies, procedures, guidance, and system information for the Land team.
- Collaborate efficiently and effectively with multiple departments for smooth transition of information and communications.
- Work on projects of varying complexity in a support role
- Registering and handling check request for fees for various Land associations
- Be able to learn and function efficiently within BOLO and take classes as necessary to improve skills
- Monitor and order supplies for the Land department
- Act as a backup for the Executive Assistant
- Perform other duties as assigned or as judgment or necessity dictates.

#### COMPETENCIES

Ownership of Results	Consistently sets and exceeds challenging performance goals to deliver excellent results. Focuses on what is important and creates a sense of urgency, successfully managing multiple priorities.
Achievement Orientation	Explores ways to improve service and works in an efficient and cost-effective manner.

## COMPETENCIES

Effective Communication	Expresses one's needs, wants, opinions and preferences with respect for others. Listens with objectivity and clarifies messages; giving and receiving feedback effectively.
Problem Solving/Analytical Thinking	Identifies and defines problems, displays curiosity and creates solutions. Looks beyond the obvious and doesn't stop at the first answer. Sees the "big picture" and understands how the various parts of an organization fit together.
Alignment Building/Conflict Resolution	Engages others and gains their understanding and commitment to a common purpose. Mediates conflict and find solutions satisfactory to all parties.
Strategic Thinking/Planning	Anticipates future consequences and trends accurately; has broad knowledge and perfective. Sets clear objectives and goals.
Team Development	Provides challenging tasks and assignments; constructs compelling development plans and frequently reviews plan with employees to ensure execution.

## HIRING REQUIREMENTS

- Bachelor's degree from four year college (Preferred)
- Proficiency in Microsoft Office products: Excel, Word, PowerPoint and Outlook
- Good communication and organization skills and the ability to meet deadlines and effectively multitask.
- Ability to work independently and in a team based environment
- Willingness to become a Notary
- Familiarity with BOLO software a plus but not required