



# Minerals Specialist I

Salary Group: B22

Class Code: 2100

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MINERALS SPECIALIST I	2100	B22	\$51,614 - \$84,479
MINERALS SPECIALIST II	2101	B24	\$59,004 - \$96,720
MINERALS SPECIALIST III	2102	B26	\$69,415- \$117,397

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) land management work. Work involves performing and/or assisting in research and administrative activities related to the negotiation and leasing of State minerals and of oil and gas leases. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Conducts research and technical reviews of leases and supporting documents to determine compliance with lease provisions, unit agreements, administrative code rules, and statutes.

Assists in the negotiation and administration of oil and gas and mineral leases, which includes consulting with lessees and lessors when necessary to identify lease agreement resolutions.

Assists in drafting and interpreting documents involving the unitization of oil and gas leases and the conveyance of property in regards to land, mineral, and well ownership.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in land acquisition and management work. Graduation from an accredited four-year college or university with major coursework in business administration, real estate, geography, finance, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of oil and gas, mineral rights, and real estate laws and terminology; records management; and negotiation strategies and techniques.

Skill in the use of computers and related applications, and in land and mineral research, negotiation techniques, and problem resolution.

Ability to analyze and interpret technical information, to conduct research, and to communicate effectively.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Registered Landman (RL), Registered Professional Landman (RPL), or Certified Professional Landman (CPL).