



Minerals Specialist II

Salary Group: B24

Class Code: 2101

<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 highly complex (senior-level) land management work. Work involves performing research and administrative activities related to the negotiation and leasing of State minerals and the maintenance of oil and gas leases. May provide guidance to others. Works under limited supervision, with considerable 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.

Negotiates and administers oil and gas leases, which includes consulting with lessees and lessors when necessary to identify lease agreement resolutions.

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

May provide guidance to others.

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, to communicate effectively, and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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