

**United American Energy
Landman/Title Specialist**

United American Energy operates and manages numerous oil and natural gas wells, equipment, leases and related facilities located on approximately 6,000 acres in Estill, Lee and Powell Counties in Kentucky. UAE is dedicated to the efficient management of oil and gas operations. With a knowledgeable and high integrity team, we utilize our expertise to tap into the valuable underdeveloped resources on the fields we operate. UAE seeks to maximize oil production in a cost effective manner. UAE is committed to a culture of compliance with respect to all applicable federal, state, local laws and regulations, including environmental, health and safety. For more information visit uaenergy.com.

We are currently seeking a Landman to join our office. Primary responsibilities include managing the entire title process, ensure all title research, mineral ownership, leases, chains of title are complete and accurate, research and investigate mineral ownership, surface ownership, and lease history.

RESPONSIBILITIES:

- Work with Title Attorney regarding proof of ownership, identify defects and cure title/lease issues.
- Create, update and maintain corresponding division orders for each lease
- Identify new leases and research as requested
- Facilitate acquisition opportunities including but not limited to gathering information from land owners, providing information on UAE, and assisting mineral owners who are interested in selling mineral property
- Assist Permitting Specialist as needed
- Assist office as needed, including but not limited to answering phones, maintaining production database, history and sales history files

QUALIFICATIONS:

- Previous Landman experience required
- Must have excellent computer skills, including MS Word, Excel, Outlook
- Must have excellent written and verbal communication skills and have the ability to communicate effectively with all levels of the organization and external customers and agencies
- Must be highly organized with excellent attention to detail
- Must have a positive, team-oriented attitude

UAE offers a competitive salary and benefits package. Please send resumes and salary history to jobs@madisoncap.com or fax to 303-947-1132.