



Land Technician – PITTSBURGH, PA

Seneca Resources Corporation, the oil & gas exploration and production subsidiary of National Fuel Gas Company (NYSE: NFG), is currently seeking a Land Technician at its East Division office in Pittsburgh, PA.

The Land Technician will serve as an integral member of the Land Administration team with responsibilities including, but not limited to, the following:

- Organize, maintain and input mineral ownership and/or surface-related operational records including land record databases to ensure accurate mineral and surface records;
- Organize, maintain and input supporting company electronic and paper records, including appropriate payment allocations, document retention systems and policies;
- Conduct research relating to property records;
- Interface and communicate effectively with, and provide support to, personnel in various functional areas, internally and externally
- Compile reports and information regarding land records and data as required;
- Compose routine correspondence with land and lease owners;
- Create and maintain spreadsheets for department and inter-department use;
- Provide telephone assistance to land and lease owners;
- General support functions as needed.

This position requires a minimum of two years office experience and a High School Diploma or equivalent. It is preferred that the candidate has a strong legal background, accompanied by an Associates Degree in Paralegal Studies or similar program. The successful candidate must have strong proficiency in MS Office applications, as well as a willingness to work with industry-specific software. Superb interpersonal, verbal, and written communication skills, as well as excellent organizational and time-management skills, are essential. Successful candidate must possess an ability to function independently and proactively with minimal direct oversight, and must also be able to multi-task and maintain a consistently pleasant and professional demeanor.

Candidates responding to this ad must refer to the job title, Land Technician, or Job ID #11-60PA in their correspondence. For confidential consideration, please send your resume, cover letter and employment references by January 25, 2012 to jobs@srcx.com or to:

**Seneca Resources Corporation
Human Resources
Land Technician
Position #11-60PA
5800 Corporate Drive, Suite 300
Pittsburgh, PA 15237**

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