

## Paralegal/Title Specialist Job Description

A Paralegal/Title Specialist at Olympus Energy LLC (“Olympus”) handles a broad range of legal issues related to real property and title matters. This role works closely with internal staff and outside counsel, to manage legal projects and reports to the Title Manager. The ideal candidate will have a background in real estate and oil and gas title.

### Responsibilities:

- Reviewing surveys, mineral title opinions, abstracts and related documents;
- Working closely with attorneys to identify, enter key data, track and resolve curative items;
- Analyze oil and gas leases, contracts, agreements, rights-of-way, and other land documents to ensure consistent reporting data and maps;
- Research and respond to inquiries from title attorneys and landmen;
- Preparing documents relating to a variety of real estate and title matters, based on consultation with internal attorneys;
- Providing general assistance in real estate and leasing transactions;
- Analyzing and summarizing documents;
- Performing due diligence;
- Multi-tasking and prioritizing work assignments to consistently provide high-quality work product within stated deadlines.

### Requirements:

- At least 3 years of experience in the review of real estate and mineral title documents related to oil and gas development;
- Experience with land management systems such as LandView and/or Quorum;
- Ability to exercise independent judgment and work as a team member in a fast-paced, multi-task environment;
- Strong verbal and written communication skills;
- Bachelor’s degree, and/or in-house oil and gas experience are preferred, though not a prerequisite;
- Strong time management, attention to detail and organizational skills;
- Professional attitude and strong personal ethics.

Olympus is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, gender identity or expression, sexual orientation, religion, national origin, genetics, disability, age, or veteran status.

Interested candidates may submit resumes via email to [careers@olympusenergy.com](mailto:careers@olympusenergy.com). Resumes will be reviewed as received and candidate interviews will begin immediately. Olympus is not accepting resumes from staffing/search firms at this time. Please visit Olympus’s website at <http://www.olympusenergy.com> for more information.