



Land Assistant - Brookville, PA

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

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

- Process oil and gas leases, purchase agreements and associated contracts – Assure conformity to specified requirements.
- Process title reports to assure complete title coverage of land/lease descriptions and ownership.
- Prepare correspondence and other records to transmit leases and abstracts for payment.
- Verify computations relative to rentals, fees, bonus and other initial requests for payments.
- Assist in preparation of curative documents
- Assist landmen in preparation of leases and other documents.

This position requires a minimum of 2 years of experience, a high school diploma or equivalent and knowledge and experience working with Microsoft Office applications. The successful candidate must have good organizational skills, strong verbal and written communication skills, as well as a strong attention to detail. The ability to be flexible and work in a team environment is required.

Candidates responding to this posting must refer to the job title, Land Assistant, or Requisition ID, #10-12PA, in their correspondence. For confidential consideration, please mail your resume, cover letter and employment references by December 1, 2009 to:

**Seneca Resources Corporation
Human Resources
Land Assistant
Position #10-12PA
51 Zents Blvd.
Brookville, PA 15825**

Or email resume and cover letter to:

jobs@srcx.com

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