

Questar Exploration & Production

Lease Records Analyst 3 (270869 - QSI) – Tulsa, Okla.

Position Open: July 24, 2008
Application Deadline: **Open until filled**

Salary will reflect market rates based on the Questar Market Resources' Compensation Plan.

To apply for this position: Fax a resume to Frances Bosch at (801) 324-2782 (specify job number & salary requirements) or e-mail to: hr.qmr@questar.com

Duties and Responsibilities

Responsibilities include setting up new and acquired leases, monitoring lease expirations, payment of rentals, shut-ins and minimum royalties. Must be able to analyze company leasehold, mineral and contractual ownership and calculate gross and new acreage. Must be familiar with farm-outs, farm-ins, and operating agreements. Will perform some setup and maintenance in Excalibur. Will work with others in department and partners to resolve issues and problems. Perform other duties as assigned.

Work Conditions

Requires: May require working under stressful conditions associated with filing deadlines and heavy workloads; and overtime to complete projects. Completing repetitive tasks; Working with computers and other office equipment.

Minimum Qualifications

- **Knowledge** of: basic office skills including arithmetic, spelling and grammar; department and organization procedures with frequent and varied use of business, legal and technical terminology relating to the industry; and specialized software programs.
- **Skill in:** using Microsoft suite of products (Excel, Word, Outlook) and Excalibur helpful; relating interpersonally; and operating basic office equipment (i.e., computers, printers, telephone, fax, photocopier and calculator).
- **Ability** to: communicate effectively orally and in writing; understand and clarify oral and written instructions; handle and maintain confidential information; determine the distance and relationship between objects; see objects at close range; be courteous to co-workers and customers/owners; follow directions from supervisors; and refrain from abusive or profane language and behavior in the workplace.
- **Requirements:** Experience with Arkansas, Louisiana, Oklahoma and Texas oil and gas leases is helpful. 6 to 8 years of increasingly responsible oil and gas lease administration experience in establishing, analyzing and maintaining records for oil and gas leases, deeds, contracts, etc., A bachelor's degree in Business, Accounting or related fields is preferred. Regular attendance; Must adhere to all policies established by the company, including Questar's Business Ethics and Compliance Policy.

Questar is an Equal-Opportunity Employer and a Drug-Free Workplace.



Confidential Applicant Volunteer Self-Identification Survey

AN EQUAL OPPORTUNITY EMPLOYER
P.O. BOX 45433, SALT LAKE CITY, UT 84145-0433

Position Applied For	Applicant Name (Last, First, Middle)	Date Completed

Equal Employment Opportunity Notice: Every qualified person has an equal opportunity for hire, assignment, and advancement without regard to race, color, religion, sex, national origin, age, disability as defined by law, or any other class protected by law.

Questar Corporation is subject to mandatory federal government reporting and recordkeeping requirements for the administration of employment laws administered by the U.S. Department of Labor and the Equal Opportunity Commission. As a result, we ask you to **voluntarily** self-identify your race/ethnicity, gender and veteran status. Your completion of this form is **voluntary**, and refusal to complete will not subject you to any adverse treatment. The information will be kept confidential except to government officials engaged in enforcing employment laws, and will be kept in a secured environment with limited access.

Race/Ethnicity: Please mark the race/ethnicity category with which you primarily identify.

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native (Not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian (Not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (Not Hispanic or Latino): a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White (Not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five race categories. Please identify the applicable races by marking the appropriate categories above (and indicate your primary race: _____).

Gender:

Male

Female

Veteran:

Vietnam Era Veteran

Other Covered Veteran (served on active duty during a war or in a campaign or expedition for which campaign badge has been authorized).

Thank you for your cooperation.