



Company: Vickery Energy Management, LLC
Position: Land Technician
Location: Fort Worth, Texas

Company Overview

Based in Fort Worth, Texas, Vickery Energy Management, LLC (“Vickery”) is a well-capitalized, privately held oil and gas company. The company was founded in 2024 by Quantum Capital Group (“Quantum”) and members of management following the successful acquisition, development, and divestiture of companies across upstream, midstream, and minerals in Appalachia in 2023.

Characteristics of Vickery:

- The team is highly experienced and has a long history of working together
- Vickery prides itself on fostering a culture of teamwork, comprised of high-integrity, dedicated, intellectually curious, honest, and execution-focused team members in a fast-paced environment
- The team has acquired, operated, developed, and managed upstream, midstream, and mineral assets in nearly every major US Domestic basin
- The Vickery team has a proven ability to manage large scale projects across a variety of basins
- The team is focused on excellence in every facet of our business; each team member has a sense of responsibility for working together toward shared goals and to improve the status quo each day
- Vickery embraces AI and other emerging technology to work smarter, and encourages team members to identify creative, efficient ways to get the job done

Position Summary

The Land Technician provides day-to-day support to the Land Administration team by entering, organizing, and verifying lease and mineral ownership data across Vickery's digital tracking systems. This is an entry-level position well suited for a detail-oriented individual looking to build a foundation in oil and gas. The Land Technician works under the guidance of Land Analysts and the Lease Administration Manager to support accurate and timely lease record-keeping. This is a full-time, in-office position based in Fort Worth, Texas. This role is well suited to a professional who is eager to learn, comfortable adopting new technology (including AI-powered tools), and motivated to find creative, more efficient ways to get work done.

Duties / Responsibilities

- Manage, prepare, and process weekly lease, mineral deed, and ROW payments.
- Generate and submit check requests to accounting and coordinate the assembly and distribution of payments via USPS and FedEx.
- Update the weekly tracking spreadsheet with lease, payment, and lessor information, and forward the required documentation to Vickery's third-party brokers.
- Generate payment requests by verifying lease data such as bonus amounts, acreage, parcel IDs, and

billing property codes.

- Contact payees to verbally verify ACH banking information, as well as any other payment-related communications.
- Monitor OpenInvoice for payment coding and approval status.
- Prepare, coordinate, and submit land documents for recording with the appropriate county clerk office.
- Organize and catalog physical and digital land files, including files from recent trades and acquisitions.
- Help maintain up-to-date land data for leases, minerals, ROWs and their respective tracts within ODL.
- Maintain all digital land files.
- Help maintain current ownership interests across all ODL forms.
- Assist with Land related projects as needed.
- Communicate as needed with the PA and Ft. Worth Land teams and other internal departments.
- Assist with landowner relations, including handling and answering incoming calls and emails from landowners.
- Actively use and explore AI tools and other technology to speed up data entry, document review, and reporting, and proactively recommend process improvements to increase team efficiency.

Required Skills / Abilities / Qualifications

- Proficiency with Microsoft Excel and Word; comfortable learning new digital tools and systems.
- Strong attention to detail and accuracy when working with data and documents.
- Good organizational and time-management skills, with the ability to handle repetitive tasks efficiently.
- Strong verbal, written, and interpersonal communication skills.
- Must be able to multi-task and work well in a team environment.
- Familiarity with document scanning/imaging workflows and digital filing systems.
- Enthusiasm for learning and applying AI tools and other new technology to improve speed and accuracy.
- A curious, growth-minded approach, with the ability to think creatively about how to streamline or improve existing processes.

Required Education and Experience

- High school diploma or equivalent required.
- Minimum of two years of relevant office, administrative, or data entry experience.
- Previous experience in Land Administration or the oil and gas industry is preferred, with Quorum experience strongly preferred.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

Interested parties should send a resume to [**Careers@vickeryenergy.com**](mailto:Careers@vickeryenergy.com)