



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6323

MINERAL TITLE SPECIALIST
ND DEPARTMENT OF TRUST LANDS

GRADE L

SCOPE OF WORK:

Work involves researching and determining the ownership of State mineral resources to ensure maximum revenue is received.

DUTIES PERFORMED:

- Perform title work to determine the Board of University and School Lands interest in mineral tracts, including researching ownership histories of land and water, establishing mineral interests, and enforcing state ownership.
- Determine the State's percentage of mineral interests, calculate shares, and create pooling agreements.
- Determine net mineral interests under navigable rivers and lakes through site visits, photographs, and research.
- Serve as primary resource regarding questions and disputes regarding mineral resources.
- Assist in maintaining and managing mineral leases and records.
- Work with the Surface Management Division on issues involving mineral development such as well site location, damage negotiations, and reclamation.
- Prepare maps using Geographic Information System (GIS) based or computer-aided drafting software.
- Act as liaison with federal, state, and local agencies on matters concerning mineral interests.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business, land management, geology, engineering, environmental science, law or other closely related field and four years of work experience related to mineral or land management practices such as leasing of mineral rights, researching titles, abstract and title work, or legal work related to real estate or mineral ownership. Additional related work experience as described above may

substitute for up to two years of the education requirement on a on a year-for-year basis.

Eff. Date: 09/09

Rev: 03/11 – Revised minimum qualifications.

Rev: 07/12 – Conversion to Hay System

Rev: 07/14 – Revised scope of work, duties, and minimum qualifications. Job Evaluation Committee revised factoring and changed grade.