



*San Benito Consolidated Independent School District*  
**Human Resource Office**

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

**Position:** Student Worker, Part-Time  
**Reports to:** Human Resources  
**Works with:** Office Operations  
**Date:** February 06, 2020

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**Primary Responsibilities:**

Support Human Resources with all aspects of office and clerical duties

**Prerequisites:**

Enrolled in San Benito Schools

**Special Knowledge/Skills:**

1. Ability to follow verbal and written instructions
2. Ability to take calls and direct calls to responsible individual
3. Skilled in taking clear notes and messages
4. Effective communication and interpersonal skills
5. Ability to direct questions to HR personnel
6. Ability to perform a variety of tasks often changing assignment on short notice

**Major Responsibilities and Duties:**

1. File documents, make copies, prepare basic reports as requested.
2. Receive incoming calls, take reliable messages, and route to appropriate staff.
3. Sort, distribute, or deliver mail and other documents as requested.
4. Maintain confidentiality.