

Classification Title: Pharmacy Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Assists pharmacist in filling prescriptions for clients. Orders medical supplies, medications and immunization materials. Prepackages drugs, infant formula and supplies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| S Sedentary | L Light | M Medium | H Heavy | V Very Heavy |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | L | Fills pharmacy prescriptions for internal patients and outlying clinics. Enters information into databases, counts medications, labels medications and takes payments. Assists patients in accessing expensive prescription medications through patient assistance program (PAP) by collecting data on eligibility and need and completing complication applications. Counsels patients on medication dosages and effects. Returns prescriptions not picked up into stock. Ensures that prescriptions are checked by pharmacist. |
| 2 | L | Checks in daily orders and files. Orders state-supplied immunizations and medications. Enters information and/or shortages into database. |
| 3 | L | Reconciles cash drawers and transfers deposits and change orders to billing. |
| 4 | L | Packages medications into individual dose packs for ease of distribution by nursing staff. |
| 5 | L | Maintains pre-counted bottles of medications for heavily used prescriptions. |

CLASSIFICATION REQUIREMENTS:

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|---|--|
| Education | Completion of advanced study or training in Pharmacy Technology. |
| Experience | Three years of experience as a pharmacy technician. |
| Equivalent Education & Experience Accepted? | Yes |
| Certification and Other Requirements | Pharmacy Technician Certification. |

| CLASSIFICATION REQUIREMENTS | |
|--|---|
| Reading | Intermediate |
| Math | Intermediate |
| Writing | Intermediate |
| Managerial | Receives immediate direction. |
| Budget Responsibility | Has no budget responsibility. |
| Supervisory / Organizational Control | No responsibility for the direction or supervision of others. |
| Interpersonal / Human Relations Skills | Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

| PRIMARY WORK LOCATION | |
|---|-----------------------|
| Office Environment | Shop |
| Clinic | Vehicle |
| Recreation Centers/Neighborhood Centers | Warehouse |
| Outdoors (see 1 below) | X Other (see 2 below) |

(1) N/A

(2) Pharmacy

PROTECTIVE EQUIPMENT REQUIRED:

Glasses, gloves