

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	High School Diploma or GED and 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