AUBURN
Human Resources

Tech I, HCOP Pharmacy

Job Description

JOB INFORMATION

Job Code	EA15
Job Description Title	Tech I, HCOP Pharmacy
Pay Grade	HW02
Range Minimum	$31,450
33rd %	$35,110
Range Midpoint	$36,950
67th %	$38,780
Range Maximum	$42,450
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	150 College of Pharmacy
Approved Date:	1/21/2026 3:15:44 PM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

JOB SUMMARY

Under close supervision of a Pharmacist, the Harrison College of Pharmacy (HCOP) Pharmacy Technician I provides skilled and technical assistance in pharmacies operated by the Harrison School of Pharmacy to include assisting with dispensing prescriptions, providing routine customer service to patients, and assisting in maintaining inventory.

RESPONSIBILITIES

- Assists a registered pharmacist in dispensing prescriptions to patients to include receiving prescription refill requests and new prescription requests, verifying that information is accurate, and entering prescription information into computer database accurately and efficiently.
- Provides customer service by responding to routine inquiries concerning prescriptions, prescription insurance coverage, and pharmacy prescription records. Forwards complex issues to supervisor or more senior level technician.
- Assists in maintaining pharmacy inventory in roles to include receiving medications, verifying medication shipments, approving invoices, stocking, and checking for outdated medication currently in inventory.
- Maintains and stocks automated dispensing machines.
- Performs payment processing, cashier functions, and basic financial reporting including daily transactions and opening and closing cash register.
- Completes continuing education and required job training courses pertinent to the position.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent.	and	0 years of	Experience in providing assistance to a pharmacist or in a pharmacy setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of pharmacology terminology and prescriptions.	
Basic knowledge of pharmacy calculations.	
Basic knowledge of processes, methods, and procedures of all federal, state and local regulations applicable to pharmacy as well as basic knowledge of prescription filling processes.	
Knowledge of principles and processes for providing customer and personal services to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	
Accurate data entry skills.	
Ability to learn multiple pharmacy related software programs and their utilization.	
Basic knowledge of financial reporting, critical thinking, and problem solving.	
Generally acceptable communication skills for communicating with a wide variety of individuals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
LPT - Licensed Pharmacy Tech	AL Pharmacy Technician License required.	Upon Hire	Required	And
	National Pharmacy Technician Certification desired.	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking			X			
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.