AUBURN
Human Resources

Tech III, HCOP Pharmacy

Job Description

JOB INFORMATION

Job Code	EA17
Job Description Title	Tech III, HCOP Pharmacy
Pay Grade	HW05
Range Minimum	$38,250
33rd %	$43,350
Range Midpoint	$45,900
67th %	$48,450
Range Maximum	$53,550
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	150 College of Pharmacy
Approved Date:	1/21/2026 3:17:38 PM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

JOB SUMMARY

Under general supervision of a Pharmacist, the Harrison College of Pharmacy (HCOP) Pharmacy Technician III provides skilled and technical assistance in pharmacies operated by the Harrison School of Pharmacy to include dispensing prescriptions, providing customer service to patients, resolving general issues, and 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.
- Manages and oversees others in maintaining pharmacy inventory in roles to include ordering medications, receiving medications, verifying medication shipments, approving invoices, stocking, checking for outdated medication currently in inventory and supervision of others in these activities.
- Maintains and stocks automated dispensing machines.
- Performs payment processing, cashier functions, and financial reporting including daily transactions, opening and closing cash register, end of day financial reporting, and troubleshooting issues that arise in daily activities.
- Executes high-level troubleshooting of pharmacy software, reporting, and related technology including insurance rejections, software or hardware malfunctions and new technology implementation.
- Completes continuing education and required job training courses pertinent to the position.
- Provides advice and consultation to supervisors and managers regarding internal policies, procedures, and practices.
- Assists in developing or modifying processes based on unit objectives and feedback from employees and management. May train others in new process implementation.

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	4 years of	Experience in providing assistance to a pharmacist or in a pharmacy setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of pharmacology terminology and prescriptions.	
Advanced knowledge of pharmacy calculations.	
Ability to perform most calculations with minimal oversight.	
Advanced knowledge of processes, methods, and procedures of all federal, state and local regulations applicable to pharmacy as well as general knowledge of prescription filling processes.	
Consistently applies 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.	
Expert knowledge of multiple pharmacy related software programs and their utilization.	
Advanced knowledge of financial reporting.	
Ability to perform regular tasks that require high level critical thinking and problem solving skills.	
Excellent communication skills for communicating with a wide variety of individuals.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	AL Pharmacy Technician License and National Pharmacy Technician Certification required.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking				X		
Sitting				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.