



JOB INFORMATION

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| Job Code | EA15 |
| Job Description Title | Tech I, HSOP Pharmacy |
| Pay Grade | HW02 |
| Range Minimum | \$30,530 |
| 33rd % | \$34,090 |
| Range Midpoint | \$35,870 |
| 67th % | \$37,660 |
| Range Maximum | \$41,220 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/21/2021 |

JOB FAMILY AND FUNCTION

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|---------------|-------------------|
| Job Family: | Health & Wellness |
| Job Function: | Pharmacy |

JOB SUMMARY

Under close supervision of a Pharmacist, the Harrison School of Pharmacy (HSOP) 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roles to include receiving medications, verifying medication shipments, approving invoices, stocking, and checking for outdated medication currently in inventory.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.

SUPERVISORY RESPONSIBILITIES

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

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|---|--|
| 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 | And |
|------------------------------|---|------------|------------------|-----|
| LPT - Licensed Pharmacy Tech | AL Pharmacy Technician License required. | Upon Hire | Required | |
| | 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.