



### JOB INFORMATION

Job Code	EA34A
Job Description Title	Tech I, 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	1/4/2012

### JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

### JOB SUMMARY

Provides skilled and technical assistance to a pharmacist.

### RESPONSIBILITIES

- Assists a registered pharmacist in dispensing pharmaceuticals to clinicians and veterinary students used for the treatment of patients in the clinic.
- Maintains pharmaceutical inventory to include (but not limited to) ordering, receiving, verifying shipments, approving invoices, and stocking.
- Maintains and stocks automated dispensing machine systems throughout clinic.
- Maintains data base for pharmacy including inventory and expiration data.
- Maintains reference sources and disseminates information to faculty and students regarding medications, dosages and pricing.

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.
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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

Substitutions Allowed for Experience  Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge and/or skill to perform a limited variety of simple, repetitive tasks related to an engineering or scientific field.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
PHRMTECH-R - Registered Pharmacy Technician	Some positions may require certification as a Pharmacy Technician.	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			
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		

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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