



# Pharmacy Technician

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PHARMACY TECHNICIAN I	4498	A12	\$33,840 - \$49,798
PHARMACY TECHNICIAN II	4499	A14	\$37,144 - \$55,134

## GENERAL DESCRIPTION

Performs pharmaceutical assistance work of dispensing and compounding medications, providing technical assistance, and maintaining inventory of medications and pharmaceutical supplies.

## EXAMPLES OF WORK PERFORMED

Logs medication information, prescriptions, and directions for use into databases or patient profiler for verification by supervising pharmacist.

Prepares prescription drugs according to medication orders and in accordance with federal and state regulations for verification by supervising pharmacist.

Conducts inventories and inspections and assists in ordering supplies.

Delivers drugs to facilities and outpatient areas.

Ensures that information, such as drugs' generic names, expiration dates, and lot numbers, are properly recorded on labels and log records for repackaged drugs.

Maintains proper records, storage, and security conditions for drugs and pharmaceutical supplies.

Prepares, receives, and reconciles drug shipments; stocks drugs; and reports drug shortages for order.

Provides customer support by answering telephones and providing assistance to requesting customer.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.*

**Note:** Factors that may distinguish between journey and senior levels include the degree of independence in performing the work; the complexity of the work; the scope of responsibility; and the employee's related work experience, education, and certifications. Employees at the journey level may independently perform the full range of work identified within current or previous levels or may assist others performing work of greater complexity. Senior-level employees may perform the full range of work identified in the preceding level and/or may coordinate or evaluate that work.

**PHARMACY TECHNICIAN I:** Performs moderately complex (journey-level) pharmaceutical assistance work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**PHARMACY TECHNICIAN II:** Performs highly complex (senior-level) pharmaceutical assistance work. May supervise or provide guidance to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Analyze reports and offer recommendations for departmental operations.
- Compile and maintain pharmacy statistics.
- Compound and package sterile and non-sterile preparations for pharmacist review.
- Assist in providing drug information services and in maintaining pharmaceutical reference libraries.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in pharmaceutical assistance work. Graduation from a standard senior high school or equivalent is required. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of medical and pharmaceutical terms and the laws and regulations related to pharmaceutical operations.
- Skill in the operation of pharmaceutical equipment.
- Ability to prepare prescriptions, to inventory supplies, and to communicate effectively.

#### Additional for Pharmacy Technician II

- Knowledge of sterile product preparation procedures.
- Skill in the compounding of non-sterile and sterile preparations.

- Ability to provide guidance to others.

**REGISTRATION, CERTIFICATION, OR LICENSURE**

Must be registered as a pharmacy technician by the State of Texas.