



Pharmacy Technician I

Salary Group: A10

Class Code: 4498

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PHARMACY TECHNICIAN I	4498	A10	\$24,910 - \$36,571
PHARMACY TECHNICIAN II	4499	A12	\$27,840 - \$43,798

GENERAL DESCRIPTION

Performs moderately complex (journey-level) pharmaceutical assistance work. Work involves performing pharmaceutical stock keeping, delivery, and assisting in ordering pharmaceutical supplies. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conduct 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.

Enters medication information, prescriptions, and directions for use into databases or patient profiles.

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.

Processes requested drugs, types labels and purchase orders, and logs prescriptions.

Assists customers, answers telephones, and responds to questions or requests.

May assist in filling prescriptions.

May compound internal and external preparations for pharmacist review.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of medical and pharmaceutical terms and of 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.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be certified as a pharmacy technician or must have received an exemption from the Texas State Board of Pharmacy.