



Pharmacy Technician II

Salary Group: A12

Class Code: 4499

<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 highly-complex (senior-level) pharmaceutical assistance work. Work involves performing pharmaceutical stock keeping and providing technical assistance. May provide guidance to others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Analyzes reports and offers recommendations for departmental operations.

Compiles and maintains pharmacy statistics.

Compounds and packages sterile, internal, and external products preparations for pharmacist review.

Conducts inventories and inspections and orders 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 and reviews medication information, prescriptions, and directions for use into databases or patient profiles.

Maintains and reviews 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 and reviews requested drug orders, types labels and purchase orders, and logs prescriptions.

Assists customers, answers telephones, responds to questions or requests, and assists in providing drug information services.

Assists in filling prescriptions.

Assists in maintaining pharmaceutical reference libraries.

May provide guidance to others.

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; of the laws and regulations related to pharmaceutical operations; and of sterile product preparation procedures.

Skill in the operation of pharmaceutical equipment.

Ability to prepare prescriptions, to inventory supplies, to communicate effectively, and to provide guidance to others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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