Pharmacy Technician

Job Code 00007323

**General Description**
This position is responsible for assisting the pharmacists.

**Examples of Duties**
Accepting and processing prescriptions on the computer.
Packaging and labeling medications.
Answer pharmacy related questions or transfer appropriately.
Receiving and stocking inventory.
Maintain general cleanliness of the work area.
Assist the pharmacy supervisor with special assignments and tasks.
Attend required meetings.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** pharmacy computer software; laws, policies, and procedures related to pharmacy and pharmacy technicians; HIPAA regulations; dosing and administration of drug products.

**Skill in:** record keeping and taking telephone messages; interacting with the public, peers, and other professionals; prioritizing workload; identifying fraudulent written prescriptions; pricing prescriptions in order to help students get the best option.

**Ability to:** read and interpret prescriptions; understand policies, procedures, and technical manuals in order to effectively communicate them; perform basic math functions; reconcile invoices.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Certified Pharmacy Technician or Registered Pharmacy Technician.