



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 701.1

Job Title: **PHARMACY TECHNICIAN**

Pay Grade: 9

GENERAL SUMMARY:

Assists the pharmacist with labeling prescriptions, issuing medications and recording patient and medication information.

RESPONSIBILITIES:

- Sorts and pre-packages drugs and pharmaceutical supplies for health center delivery.
- Prepares requisitions for pharmaceutical supplies.
- Transcribes prescription information onto medication labels.
- Compiles, records and maintains monthly reports.
- Inventories and maintains proper levels of supplies, ensuring compliance with Texas state pharmacy regulations.
- Compiles and maintains pharmacy patient profiles and records of drugs, drug usage and other medication information.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certificate.

EXPERIENCE:

Two years of clerical experience in a pharmacy, drug wholesale house, hospital pharmacy, or related work environment such as a nursing home are required.

A Pharmacy Technician certification may be substituted for the two years experience requirement.

Pharmacy technicians assigned to the Jail Division must have a Pharmacy Technician certification as required by the Texas Pharmacy Act.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Pharmacy Technician

Effective Date: October 1990

Revised Date: December 2001