

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                  |
|---------------------------|-------------|-------------------------|------------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV98633</b>  |
| <b>Job Class Code:</b>    | <b>580</b>  | <b>Salary Schedule:</b> | <b>APHARMPOL</b> |
| <b>EEO Category:</b>      | <b>05</b>   | <b>Grade:</b>           | <b>01</b>        |
| <b>Workers Comp Code:</b> | <b>8833</b> |                         |                  |

|                              |                 |                        |                 |
|------------------------------|-----------------|------------------------|-----------------|
| <b>Job Code Established:</b> | <b>07/23/07</b> | <b>Effective Date:</b> | <b>07/23/07</b> |
| <b>Job Code Revised:</b>     |                 | <b>Effective Date:</b> |                 |

**JOB CODE SERIES:** Medical and Related Technical Series

**JOB CODE TITLE:** PHARMACY TECHNICIAN TRAINEE POOL

**HRIS TITLE:** PHARMACY TECH TRNE POOL

**THIS CLASS IS TO BE USED FOR POOL PHARMACY TECH TRNE'S ONLY and NOT TO USED FOR PERMANENT POSITIONS.**

**CHARACTERISTICS OF THE CLASS:** Under direct supervision of a registered pharmacist, performs routine duties in the packaging, distribution and record keeping of pharmaceutical supplies; and performs related work as required. This is an entry level position. It is distinguished from the Pharmacy Technician in areas that are well established, and employees are responsible for strict adherence to detailed procedures and instructions.

**EXAMPLES OF DUTIES:** Individual positions may be responsible for some or all of the listed duties and/or other related duties. Assists pharmacist in packaging and distributing prescription medications on a daily basis; receives training in the Unit Dose Program; keeps equipment and pharmacy area clean and orderly; assists in maintaining continuous inventory of drugs and supplies; fills and prepares labels for bottles containing drugs and chemicals; verifies drug supplies for storage and dating; returns discontinued drugs to pharmaceutical supply companies; checks incoming drugs for breakage, spoilage and verification that full order is received; files prescription orders; locates prescription orders in files for refilling; performs routine mathematical computations.

**WORK CONDITIONS:** The work is generally performed in an office setting, with the occasion to travel to other office locations.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** Good knowledge of standard pharmacy policies and procedures relating to the receipt, checking, storage and delivery of pharmaceuticals; good knowledge of pharmaceutical record keeping; good knowledge of basic pharmaceutical terminology, weights and measures and sterilization techniques.

**Skill in:** Skill in the use of pharmaceutical apparatus, instruments and equipment.

**Ability to:** Ability to follow specific written and oral instructions; ability to perform mathematical calculations accurately; ability to distinguish subtle differences in pharmaceutical terminology; ability to type.

**Experience and Education:** Any combination of training and experience that meets the knowledge, skills, and abilities (KSAs).

**SPECIAL SELECTION FACTORS:** Must possess a pharmacy technician trainee license issued by the Arizona Board of Pharmacy at time of appointment. Pre-placement physical required.