

## PHARMACY TECHNICIAN

### NATURE OF WORK IN THIS CLASS:

This is moderately complex sub-professional work in a pharmacy.

Employees in this class perform moderately complex technical work independently on an ongoing basis and perform the full range of sub-professional duties in the operation of a pharmacy under closer supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Fills inpatient/outpatient prescriptions under direction of a pharmacist; explains instructions on use of drugs and medications given on prescription of labels to patients.

Weighs and mixes pharmaceutical preparations under direction of a pharmacist; pre-packs liquid medications; labels drugs, chemicals and pharmaceutical preparations.

Washes and sterilizes bottles, beakers and other glassware, according to prescribed methods.

Computes charges for narcotics and pharmaceuticals dispensed from pharmacy.

Fills floor stock requisitions for the various wards.

Dusts and cleans shelves, counters and other work areas to maintain cleanliness and neatness.

Maintains records and prepares reports.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of pharmacy practices and techniques.

Ability to operate and maintain pharmaceutical apparatus, instruments and equipment.

Ability to understand and follow oral and written instructions.

Ability to make arithmetic computations.

Ability to communicate effectively.

Ability to work effectively with employees and the public.

Ability to maintain records and prepare reports.

Ability to type at a prescribed rate of speed may be required.

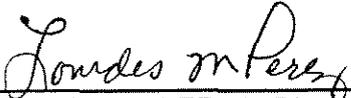
**MINIMUM EXPERIENCE AND TRAINING:**

Two years of experience as a pharmacy aide or equivalent work in a pharmacy and graduation from High School.

**NECESSARY SPECIAL QUALIFICATION:** Must possess current registration as a Pharmacy Technician by the Guam Board of Examiners for Pharmacy or any U.S. State Board Certification for Pharmacy Technician.

PAY GRADE: H  
ESTABLISHED: July 1980  
AMENDED: May 2006

HAY EVALUATION:	Know-How -	C11	115
	Problem-Solving -	C2 (22%)	25
	Accountability -	B1C	<u>29</u>
		Total:	169

  
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 LOURDES M. PEREZ, Director  
 Department of Administration