

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



PHARMACY TECHNICIAN

JOB CODE: 37700	PAY GRADE: 09	PAY RANGE: \$35,748 - \$57,196 STARTING PAY: \$37,440
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GENERAL DESCRIPTION

Under the general direction of the Assistant Director of Nursing, and RN - Clinical Supervisor, this position is responsible for ordering and monitoring medical supplies and pharmaceuticals, and for performing clerical duties necessary to manage/maintain the medical units. Position also assists administrative staff with other duties upon request. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Calls/faxes/emails orders for medication and medical supplies
- Receives shipments from the pharmaceutical and/or supply companies
- Conducts inventory of all items ordered/received to assure accuracy of the order
- Assures product received from the pharmacy or other vendor is packaged and labeled appropriately prior to delivering stock to medication areas
- Places stock medications on shelves in pharmacy area, delivers medications and supplies to staff, and/or clinical locations within the department, pursuant to appropriate regulations and procedures
- Monitors pricing on a constant basis and solicits companies in order to obtain better pricing
- Assists the Health Services Administrator in securing contracts with said agencies
- Verifies pricing on all invoices prior to submission for payment
- Monitors par levels and orders over-the-counter medications and stock medications
- Assures levels do not exceed our requirements
- Communicates with nursing supervisors regularly to assure that par levels are adequate
- Examines product for expiration dates on a monthly basis
- Pulls expiring product (Pharmacy Stock, Nurse's Stations and Emergency medications)
- Conducts/documents counts for all sharp equipment and supplies, keys, and narcotic medications every shift
- Assures all new product is placed on a count prior to the end of shift
- Maintains cleanliness of the pharmacy storage areas, carts, equipment and supplies
- Utilizes the "first in first out" (FIFO) method of storage
- Makes suggestions for efficiency and effectiveness when necessary and appropriate



- Keeps all areas stocked with appropriate office supplies and forms, as assigned
- Performs routine inspections of emergency equipment and supplies to assure availability, and product specification compliance
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- One (1) year related experience as a Pharmacy Technician
- Successful graduation from an approved pharmacy technician training program and valid Registered Pharmacy Technician license (RPT)

Note: *Any pharmacy technician registered before January 1, 2011, who has worked as a pharmacy technician for a minimum of 1500 hours under the supervision of a licensed pharmacist or received certification as a pharmacy technician by a certification program accredited by the National Commission for Certifying Agencies is exempt from the requirement to complete an initial training program.*

- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Communication skills, both orally and in writing is necessary for successful performance of job duties
- Demonstrates professionalism and adheres to ethical and legal standards of professional practice
- Knowledge of organizational policies, procedures, practices, rules and regulations governing activities of the administrative functions and their interpretations
- Ability to work independently on complex and confidential tasks



- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with members, other agencies and the public
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 2 hours per day
- Stand up to 4 hours per day
- Walk up 2 hours per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up to 20 lbs.
- Occasionally lift up to 50 lbs.
- Continuously bend, reach, or twist
- Occasionally squat and kneel