

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PHARMACY TECHNICIAN

<b>JOB CODE: 37700</b>	<b>PAY GRADE: 7</b>	<b>PAY RANGE: \$30,553 - \$48,885</b>
------------------------	---------------------	---------------------------------------

### GENERAL DESCRIPTION

Under the general supervision of the 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, 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;

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



- Performs routine inspections of emergency equipment and supplies to assure availability, and product specification compliance;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

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. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S.
- 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.
- One (1) year experience as a pharmacy technician
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Communication skills, both verbal and in writing as 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 to 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 or kneel