I. JOB INFORMATION

Job Title: Pharmacy Technician (CS 13)

Job Class: 31111 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction coordinates and manages the inventory, regulatory requirements and shipments of all DCOP investigational Product, research specimens, and study supplies.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Orders, receives, labels, records and stores incoming pharmaceuticals
- Receives and packages drug requests and verifies correct information for patient, drug, and dosage.
- Conducts audits of all IP and maintain records of such audits.
- Retrieves discontinued or expired IP from stock, and discards or returns to supplier and documents the same.
- Conduct audits of satellite pharmacies.
- May package and ship research specimens according to protocol specifications.
- Ensures DCOP is in compliance with all regulations for shipping protocol required specimens.
- Responsible for coordinating the pharmacy portion of research base audits and industry monitoring visits with representatives.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high-school diploma or GED and 1.5 year (FT) related work experience OR, two years of post-secondary education and six months (FT) of related work experience. Strong interpersonal, communication and organizational skills. Ability to calculate basic math. Excellent customer service skills.

V. WORKING CONDITIONS

Pharmacy environment; requires light physical effort (stooping, bending, lifting) and extended periods of standing.
VI. **WSU TESTING/EXAMINATIONS REQUIRED**

None

VII. **CERTIFICATIONS OR LICENSURE(S) REQUIRED**

None

VIII. **JOB SERIES**

31110

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*