

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Pharmacy Attendant

SERIES NO.:

4274

MAJOR AGENCIES: Mental Health, Mental
Retardation/Developmental Disabilities, Rehabilitation &
Correction

EFFECTIVE DATE

SERIES PURPOSE

The purpose of the pharmacy attendant occupation is to assist licensed pharmacist in filling orders for prescription drugs & pharmaceutical supplies.

CLASS TITLE

Pharmacy Attendant

CLASS NUMBER:

42741

EFFECTIVE DATE

03/26/1990

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of prescription pharmacy practices in order to assist licensed pharmacist in filling orders for prescription drugs & pharmaceutical supplies.

CLASS TITLE Pharmacy Attendant	CLASS NUMBER: 42741	BARGAINING UNIT: 04
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EFFECTIVE DATE

03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists licensed pharmacist in filling individual, ward & other requisitions for drugs & pharmaceutical supplies (e.g., counts pills & fills containers; labels containers) & assists in prepackaging operations.

Maintains related records & files (e.g., running record of drugs issued; patient's medication profile), prepares communications & reports (e.g., number of orders filled per day) & edits orders & updates profiles.

Assists pharmacist in inventory control of any medication area (e.g., prepares supply orders; maintains inventory records; rotates stock; cleans & stocks shelves; operates motor vehicle to deliver medications to appropriate areas; answers telephone; checks for outdated medications; pricing of medication); assists with delivery of medications (i.e., this does not mean administering medications to clients/consumers).

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition/subtraction; prescription pharmacy practices*; pharmaceutical record keeping*. Skill in typing*. Ability to deal with problems involving several variables within familiar context; sort items into categories according to established methods; maintain accurate records; cooperate with co-workers on group projects; read short sentences with concrete vocabulary, lift 5 to 20 pounds.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary; valid driver's license if position involves operating motor vehicle to deliver medications.

-Or equivalent of the Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May work varying hours or shifts.