

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Pharmacy Technician – Part Time  
**Department:** Public Health  
**Reports To:** Pharmacist  
**Salary:** \$12.50/hr. (or greater depending on qualifications)  
**Application Deadline:** Open Until Filled

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Assists Pharmacist, under direct supervision, in the practice of pharmacy in accordance with local, state, federal, and company regulations; must be able to type, fill and dispense prescriptions, answers large volume of phone calls and responds to questions or requests, screens telephone calls for pharmacist, maintain and file all prescription hard copies, maintain and file daily reports, place daily drug orders, receive drug orders and input into physical inventory, input invoices into computer system, monthly inventory of expired drugs, maintain current pharmacy technician certifications and CE hours, update and maintain patient records, update computer software as needed, oversee inventory control, request refills from physicians, fill prescriptions according to Indigent Health Care guidelines, maintain proper storage and security conditions for drugs, clean and help maintain equipment and work areas. Regular and predictable attendance is an essential function of this position. Bilingual is preferred.

**Other Job Functions:** Performs other job related duties as directed.

**NOTE:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

**Equipment Used:** Personal computer/mainframe computer terminal; pill counter; other general office equipment as needed.

**JOB REQUIREMENTS**

**Education & Experience:** High School diploma or equivalent and completion of a certified pharmacy technician training program or completion of 1 year of pharmacy school or 2 years experience acquired on the job in a similar pharmacy setting. Must be nationally certified with PCTB and in good standings. Applicant must have a valid Texas Drivers license.

**Specialized Requirements:** Licensed by Texas Board of Pharmacy; accredited by ACIPE.

**Knowledge, Skills & Abilities:** Knowledge of local, state, and federal laws and regulations governing the practice and function of a pharmacy. Skill in establishing and maintaining effective working relationships with indigent and needy patients, doctors, nurses, County personnel, and the public. Knowledge of computer skills; must strictly follow HIPPA regulations.

**WORK SITUATIONS/DEMANDS/EFFORT:** Requires exceptional communication skills, ability to summarize and follow pharmacy rules and procedures; makes independent decisions from established guidelines. From time-to-time, any other duties that maybe required by the Pharmacist or Physician in charge.

**WORKING CONDITIONS/ PHYSICAL REQUIREMENTS:** Primary work area is air conditioned and available to office and health personnel. Work requires prolonged standing, occasional walking.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building  
1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391  
Fax: (409) 839-2399**

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.