



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **PHARMACY TECHNICIAN**
(Provisional* Appointment)

SALARY: \$33,362 - \$42,263 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position is responsible for assisting a pharmacist in assembling and distributing medications under a unit dose dispensing system. Duties involve maintaining an inventory of pharmaceutical supplies, assisting in the preparation of pharmaceutical orders, receiving pharmaceutical supplies, assisting in the prepackaging of prescriptions, the repackaging and delivery of drugs, and the maintenance of a clean, safe and professional environment within the pharmacy. The employee reports directly to, and works under the direct supervision of a Pharmacist or other higher level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or technical school with an Associate's degree in Pharmacy Technology or a closely related field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience assisting Pharmacists prepare prescription orders by assembling and distributing medications, verifying prescription information and dosage, or entering patient and or order information into the pharmacy system; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A), and (B) above.

SPECIAL REQUIREMENTS:

A candidate needs to be up to date which means a person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.

Possession of a valid certification as a Pharmacy Technician from the Pharmacy Technician Certification Board (PTCB) or the National Healthcareer Association (NHA).

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: May 25, 2022

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.