STATE OF UTAH
invites applications for the position of:

Pharmacy Technician

**SALARY:** $16.07 - $22.88 Hourly

**OPENING DATE:** 08/20/20

**CLOSING DATE:** 09/07/20 11:59 PM

**# OF OPENINGS:** 1

**BENEFITS:** This position is eligible for a full benefits package. See benefits tab below for details.

**BACKGROUND CHECK:** You must successfully pass a criminal history check.

**DRIVER LICENSE REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link: https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3

**LOCATION:** Utah State Prison 14425 S Bitterbrush Road Draper, UT 84020

**RECRUITER:** Dan Email: dpthompson@utah.gov Phone: (801) 545-5532

**SCHEDULE CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**JOB DESCRIPTION:**

The Utah Department of Corrections is looking for a full time Pharmacy Technician to work at the Utah State Prison in Draper, UT.

**Principle Duties:**

- Work under the supervision of a licensed pharmacist.
- Carry out specific pharmacy tasks including:
  - preparing, maintaining and organizing dose cassettes
  - making necessary medication updates, filling and re-filling prescriptions
  - entering prescriptions and medication orders into system
  - maintaining prescription inventory
  - cleaning equipment and work areas
  - coordinating with nursing in problem solving issues concerning medication on cassettes
  - training new pharmacy staff

**The ideal candidate:**

- Licensed as a Pharmacy Technician
- Display excellent communication skills and positive attitude
- Working experience as a Pharmacy Technician

**What's in it for you?**

You will receive great health, dental and vision plans, from day one of employment, as well as a great pension plan for retirement. We also provide generous paid time off so you can spend more time with your family and have a positive work-life balance.
Why You Should Join Our Team:

The Utah Department of Corrections supports the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork. Click here to view a summary of the benefits we offer.

For additional information about the Utah Department of Corrections please go to this link. http://www.corrections.utah.gov/

"If you are a Department of Corrections employee, salary will be based on the career ladder."

EXAMPLE OF DUTIES:

- Fill and re-fill prescriptions.
- Maintains inventory of drugs, chemicals, or other controlled substances and ensures their security.
- Cleans, sterilizes, and disinfects areas and equipment.
- Enters data into a computer system and retrieves, corrects, or deletes previously entered data.
- Prepares and processes billings, claims, warrants, disbursements, and related documents.
- Reviews invoices, warrants, and other documentation. Checks accuracy of figures, codes authorizations, exceptions, discounts, taxes, etc.

TYPICAL QUALIFICATIONS:

- Must have license as a Pharmacy Technician.
- Assemble, sort, and distribute documents, supplies, and materials or items.
- Maintain inventory, track receipts, sending and delivery of materials.
- Enter, transcribe, record, store, or maintain information in either written or electronic form.
- Use automated software applications.
- Speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally.
- Use cleaning agents, products, and equipment.
- Review and edit documents for accuracy and completeness.
- Monitor or track information or data.
- Deal with people in a manner which shows sensitivity, tact, and professionalism.
- Applicable laws, rules, regulations, policies, and procedures.

SUPPLEMENTAL INFORMATION:

- Licensure as a Pharmacy Technician
- Risks found in potentially dangerous or unusual environment, working around hazardous drugs, which if not properly handled may affect health; being subject to possible physical attack, etc.
- Work requires physical exertion. May require the ability to stand; bend, crouch, stoop, stretch, reach, lift moderately heavy items (up to 30 lbs.) in a recurring manner and/or for long periods of time.
- The work requires some physical exertion such as long periods of standing, lifting cassettes which weigh about 30 lbs. And assisting the Pharmacist in the day-to-day operation of the pharmacy.
- All questions must be answered fully and in the format requested, if applicable. Failure to do so may result in disqualification. Entering "see resume" as an answer will be considered an incomplete answer. Cutting and pasting pertinent information from your resume is acceptable, but should be edited to be a precise answer to the question.
- NOTE: Department of Human Resource Management rules regarding promotions and transfers apply to current state employees.
- Only applicants selected for an interview will be contacted.
- Salary will be based on the Career Ladder for current UDC employees.
The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/utah

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025
statejobs@utah.gov

Pharmacy Technician Supplemental Questionnaire

* 1. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

☐ I acknowledge that I have read the statements above.

* 2. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. *If you are a current or past employee, your file will be reviewed as part of the hiring process.

☐ I acknowledge that I have read the statements above.

* 3. This Pharmacy Technician position is located at the Utah State Prison. Are you willing to work in an institutional/prison setting where you may have minimal contact with inmates?

☐ Yes
☐ No

* 4. To qualify for this position you must currently be licensed as a Pharmacy Technician in the State of Utah through the Utah Division of Occupational and Professional Licensing (DOPL), with no restrictions or disciplinary actions. Do you hold a current license as a Pharmacy Technician in the State of Utah?

☐ Yes
☐ No

* 5. Please provide your license number and date of expiration.

* 6. Please indicate your years of experience as a Pharmacy Technician.

☐ None
☐ 1 - 3 completed years
☐ 3-6 completed years
☐ 6-8 completed years
☐ 8-10 completed years
☐ 10 or more completed years

7. In the space below please provide a detailed history of your pharmacy experience including work dates, duties, and location of work.

8. What additional Pharmacy Technician Training and/or Education have you participated in since receiving your license? Please provide detailed information including dates, classes, schools, certificates, etc. in the comment box below.

* 9. Please indicate how you heard about this specific job posting.

☐ State Jobs
☐ An External Job Posting Site (Indeed, LinkedIn, etc)
- Social Media (Facebook, Twitter, etc)
- Advertisement (Newspaper, Internet, Radio, etc)
- Professional Network
- University Network (Career Center)
- Referred by a Friend or Colleague
- Contacted by a Recruiter
- Career Fair
- Internal communication from a State Agency that employs me - State employees only
- Other

* Required Question