

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
PHARMACY ASSISTANT

JOB DESCRIPTION

Employees in this job perform a variety of support activities to coordinate vendor pharmacy services in a health care unit, or provide pharmacy technician services in the operation of a pharmacy under the guidance of a registered Pharmacist.

There are two classifications in this job.

Position Code Title - Pharmacy Assistant-E

Pharmacy Assistant E7

This is the experienced level. The employee performs a full range of pharmacy assistant assignments and uses judgment in making decisions based on applying established methods and procedures. Guidance and direction are generally available as needed.

Position Code Title - Pharmacy Assistant-A

Pharmacy Assistant 8

This is the advanced level. The employee at this level functions as a senior worker performing the most complex pharmacy assistant assignments as a licensed pharmacy technician. Senior-level employees consistently perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Coordinates ordering, distribution, delivery, and pick-up of pharmaceutical products.

Maintains inventories of medications and supplies.

Documents receipt of medication ensuring all pharmaceutical products ordered are received.

Notifies supervisor of missing medications and assists in obtaining necessary medication from vendor pharmacy or local pharmacy.

Sorts and stocks incoming pharmaceutical products.

Prepares requisitions to order pharmaceutical items as required.

Distributes non-restricted, self-administered (keep on person) medications and documents delivery.

Maintains records and assists with completing medication error reports and vendor problem resolution forms.

Processes and documents medication designated for return or destruction.

Monitors medication received and assists with reconciling invoice.

Performs related work as assigned.

Additional Job Duties

Pharmacy Assistant 8 (Senior Worker)

Assists in the dispensing process.

Packages and labels units of medications and hospital supplies for distribution to authorized locations.

Compounds drugs, or prepares mixing intravenous drugs for injection.

Fills patients' daily unit dose medication trays (cassettes) using patient profile records.

Prepares walk-in pharmacy orders.

Fills ward stock orders for over-the-counter, nonprescription medications.

Repackages bulk nonprescription and prescription drugs by hand or machine.

Contacts prescribers concerning prescription drug order clarification, not including drug regimen review or clinical or therapeutic interpretation.

Receives verbal orders for prescription drugs, except order for controlled substances.

Cleans work area, and sterilizes prescription bottles and other containers.

Types labels for prescriptions.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Ability to inventory medications and supplies

Ability to maintain records.

Ability to follow oral and written instructions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Pharmacy Assistant 8 (Senior Worker)

Considerable knowledge of pharmaceutical terminology and symbols.

Considerable knowledge of the weighing and measuring of pharmaceuticals.

Ability to prepare common stock solutions and ointments as directed.

Ability to package and label drugs, medications, and related supplies.

Ability to operate labeling and packaging equipment.

Working Conditions

The work is typically performed in a state mental health hospital, veterans' facility, or correctional facility.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with patients.

Some jobs require direct contact with prisoners.

Physical Requirements

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

Education typically acquired through completion of high school.

Experience

Pharmacy Assistant E7

One year of experience assisting in a pharmacy.

Pharmacy Assistant 8

Two years of experience assisting in a pharmacy, including the filling of requisitions for medications.

Alternate Education and Experience

Pharmacy Assistant E7 And 8

Possession of an associate's degree in pharmacy technology, or completion of a one-year pharmacy certificate program may be substituted for the experience requirement.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Pharmacy Assistant 8 requires possession of a Michigan temporary, limited, or full pharmacy technician license, in accordance with Public Act 285 of 2014.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHARMAAST

Job Code Description

PHARMACY ASSISTANT

Position Title

Pharmacy Assistant-E

Pharmacy Assistant-A

Position Code

PHAASTE

PHAASTA

Pay Schedule

L32-031

L32-032

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10/01/2025