

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

PHARMACY ASSISTANT

JOB DESCRIPTION

Employees in this job perform 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.

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 independent judgment to make decisions in specific work situations.

Position Code Title - Pharmacy Assistant-A

Pharmacy Assistant 8

This is the advanced level. The employee functions as a senior worker performing the most complex Pharmacy Assistant assignments as a licensed pharmacy technician.

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

Maintains inventories of medications and supplies.

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

Sorts and stocks incoming pharmaceutical products.

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.

Stocks and refills Automated Dispensing Machines (ADMs).

Performs related work and other tasks 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.

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

Knowledge of pharmacy assistant techniques and methods.

Knowledge of inventory control procedures.

Ability to inventory medications and supplies.

Ability to maintain records and prepare reports and correspondence.

Ability to identify inaccuracies or discrepancies in orders and records.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Pharmacy Assistant 8 (Senior Worker)

Knowledge of pharmaceutical terminology and symbols.

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 job requires an employee to work in a correctional facility or state hospitals.

Some jobs require an employee to work in adversarial situations.

Some jobs require direct contact with patients and 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 8

Possession of an associate 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

Possession of a Michigan temporary, limited, or full pharmacy technician license, in accordance with Public Act 285 of 2014, is required for Pharmacy Assistant 8 positions.

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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12/07/2025