JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Pharmacy Technician II

Job Code: 7571

Salary Grade: C05

FLSA Status: Non-Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under direct supervision, performs tasks involved in the preparation and distribution of medications checked by a licensed Pharmacist.

- Maintains pharmacy inventory by checking pharmaceutical stock to determine inventory level, anticipating needed medications and supplies, placing and expediting orders, verifying receipt, and removing outdated drugs.
- Organizes medications for pharmacists to dispense by reading medication orders and prescriptions, inputting prescription orders accurately, preparing labels, calculating quantities, and filling orders.
- Collects payments from patients by accepting cash, check, or charge payments and accurately makes change for cash patients.
- Maintains a balanced cash drawer each day by counting cash at the open and close of business day.
- Helps health care providers and patients by greeting them in person and by phone, answering questions and requests, and referring inquiries to the pharmacist as appropriate.
- Appropriately stocks both patients completed medication orders as well as new inventory to stock.
- Ensures inventory levels of automated dispensing machines are stocked appropriately and verified by licensed Pharmacist.
- Maintains a safe and clean pharmacy by complying with the University policies & procedures, along with OK State Board of Pharmacy rules and regulations.
- Fills requests for clinic stock medications and documents order.
- Prepares verification of use forms, drug supply and maintains PC-based inventory database for Controlled Dangerous Substances.
- Participates in daily physical count and reports unreconciled pharmacy stock discrepancies to the Pharmacy Supervisor or Director immediately.
- Assists with automated dispensing machine set-up and coordination, if applicable.
- Provides primary training and onboarding of other technicians.
- Handles insurance rejections for patient medications and completes necessary prior authorizations.
- Generates daily, weekly, and monthly pharmacy reports as required.
- Performs related duties as assigned or as required to successfully fulfill function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required 24 months experience in pharmacy setting.

Required Certifications or Licenses:

- Pharmacy Technician permit issued by the Oklahoma State Board of Pharmacy. Or the ability to obtain an Oklahoma State Board for Pharmacy permit within 90 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong prioritization skills and an ability to make decisions independently and effectively
- Attention to detail and analytical skills
- Exemplary customer service skills
- Excellent organizational and time management skills
- Prior cash handling experience
- Proficient in problem solving
- Proficient in computer and/or technology
- Ability to work in a fast-paced environment
- Clerical or administrative experience to include answering the telephone, filing, making copies, data entry, customer service

- Ability to perform basic math calculations
- Profound interpersonal skills for developing effective working relationships with staff and coworkers

Working Conditions

Physical:
Must be able to work on feet, or sit for prolonged periods of time.

Environmental:
Standard outpatient pharmacy and/or office.

Printed Date: 11/22/2026