

# UPDATED JOB ANNOUNCEMENT

**Position:** Pharmacy Technician

**Grade:** \$19.75-\$21.47 per hour (Grade 16 Step 01 – Grade 17, Step 03)

**Department:** Pharmacy

**Division:** Tribal Health Administration

**Supervisor:** Director of Pharmacy

**Classification:** Non-Exempt

**OPENS: October 16, 2025**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

## **SPECIAL CONSIDERATIONS:**

Because of the sensitive and trusted nature of this position, the Pharmacy Technician is subject to initial, for cause, and random drug/alcohol testing, a thorough background check, and must meet requirements to be bonded. The

position will have access to confidential medical records and patient information. Any violation of patient confidentiality, HIPPA requirements, or failure of a urine drug screen will constitute grounds for immediate termination. History of prior drug or alcohol misuse or abuse will disqualify an applicant.

Incumbent must be able to work in a high-stress environment while maintaining a pleasant and customer-friendly presence.

**JOB PURPOSE:**

The purpose of the Pharmacy Technician position is to assist the Director of Pharmacy and the Pharmacist in the selecting, mixing, preparing, and distribution outpatient medications and to complete necessary inventory control and clerical functions in the Pharmacy Department.

**NATURE AND SCOPE:**

**Location:** The Pharmacy Technician reports to the Director of Pharmacy or Pharmacist in charge at the Owyhee Community Health Facility.

**Environment:** The Owyhee Community Health Facility is an outpatient pharmacy, serving the needs of the residents of the Duck Valley Reservation, including both the Native American and non-Native American people.

**LATITUDE:** The procedures and methods are clearly established for the Pharmacy Technician. The incumbent will use judgment and discretion in interpreting drug orders and inventory. This position functions with considerable independence. The Pharmacy Technician will solve problems when possible and refer others to the Department Director or Staff Pharmacist.

**MAJOR CHALLENGES:** The major challenge for this position is to assure constant accuracy in all work and decisions performed within the time allotted, labeling, inventory, patient billing, and distribution of medications throughout the facility.

**CONTACTS:** Daily contacts are made with patients, doctors, nursing staff, and pharmacy personnel and other facility employees.

**KNOWLEDGE, SKILLS, & ABILITY:** Strict attention to detail and accuracy, knowledge of medical terminology and the ability to prioritize functions are requirements of this position, the ability to type 35 WPM or more. Competency at a High School Math level. Six months or more pharmacy or related experience is desired. A training program is available involving a considerable commitment of personal time

**ESSENTIAL FUNCTIONS:**

1. Accurately enters into the computer program: documents, physician's drug orders and prepares patient medication profiles for pharmacy
2. Greets customers promptly and courteously in a business-like manner. Explains any delays in prescription processing to customers. Deals with phone calls and customers in a timely and professional manner but also directs calls to appropriate person. Makes any needed copies promptly and neatly.
3. Performs inventory control functions of pharmaceutical supplies, maintaining appropriate levels of inventory without unnecessary over stocking this includes ordering, unpacking, and accurate labeling of supplies. Perform cost comparisons and complete pricing of pharmacy-controlled products.
4. Identifies outdated drugs and removes them from pharmacy stock, returning them for credit where appropriate. Maintains a computer catalog listing of the drugs removed from stock to facilitate in either the disposal or returning of those drugs.
5. Maintains on-the-job training and other educational programs. Any assigned training is completed accurately and in a timely manner without the need for direct supervision or motivation.
6. Maintains department in a clean and orderly manner.
7. Maintains a high level of accuracy when copying, either by hand, typewriter, or computer any information from one source to another.
8. Performs other related duties as assigned by immediate supervisor in a suitable and proficient manner.
9. Incumbent will be required to become a certified pharmacy technician within 9 months of the hiring date.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Applicant must demonstrate math and typing competency with a passing score of at least 70 percent on each test. A sample math test is available upon request. Examples of some (But not all) types of items tested include Multiplication, Division, Fractions, Decimals and understanding/ability to make conversions to and from the metric and American standards of measurement.
3. Valid driver's license

4. Candidate should be familiar with career, certification and Nevada licensing requirements as found at [www.ptcb.org](http://www.ptcb.org)
5. One year of computer experience or demonstration of computer literacy.
6. Knowledge of Medical Terminology.
7. One year of completed university, college or vocational Technical education (24 to 30 credits).
8. Certified Pharmacy Technician is Preferred.

**Physical Demands:** Work requires walking, standing, bending, and some lifting up to 5 pounds on a regular basis and up to 25 pounds on a periodic basis.

**OSHA CLASSIFICATION:**

This position's OSHA classification is defined as a Category III: Tasks that do not involve exposure to blood, body fluids, or tissues.

The normal work routing does not involve exposure to blood, body fluids, or tissues. People who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way.

**HIPAA Privacy Act- (Significant Facts):**

The Privacy Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The Privacy Act carries both civil and criminal penalties for unlawful disclosure of records. Violations of such confidentiality shall be cause for adverse action.

**Scope of Review/Parameters for HIPAA Compliance by Designated SOW:**

- i. RPMS Review/Access of Patient Health Summary cannot change or alter.
- ii. Request specific medical records for clinical department s i.e., medical, dental, optometry, diabetes, etc., review medical information, referral information, medications, and document patient care visit.
- iii. Review by request-(ONLY) for specific medical record visit(s) authorization for release of medical information, referral information, and patient care issues/documentation form within the Medical Records Department

**Access to RPMS (Resource & Patient Management System):**

- Patient Health Summaries