



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-073
JEMEZ HEALTH & HUMAN SERVICES
PHARMACY TECHNICIAN

Position Title:	Pharmacy Technician	Pay Level:	\$20.13-\$30.20
Position Open Date:	9/8/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Part-Time	Location:	Health & Human Services
Supervisor:	Supervisory Pharmacist		

POSITION SUMMARY:

Responsible performing technical support services within the pharmacy department under the direct supervision of a pharmacist.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or General Equivalency Diploma (GED); AND successful completion of formal coursework and certification from an accredited school as a Pharmacy Technician; AND two (2) years of experience as Pharmacy Technician.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid State of New Mexico Pharmacy Technician license.
Valid National Certification from Pharmacy Technician Certification Board (PTCB)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Receives, fills, and reads individual prescriptions and determines type, strength, and dosage to be dispensed; computes drug quantities and supplies requested; sets up prescriptions by obtaining correct drug and vials, labeling to match each prescription.
- Provides customer service a professional manner to patients, providers and co-workers responding to questions or requests.
- Responsible for ordering and maintaining state vaccines/flu vaccines.
- Records and tracks refrigerator/freezer temperatures.
- Orders and receives pharmaceutical orders; verifies against the invoices and stores properly.
- Responsible for checking medication expiration dates.
- Bills third party payers electronically; contacts third party in problems occur with the prescription for claim questions with an understanding of online third party rejections.
- Maintains the pharmacy department including filling pharmacy supplies, dusting/facing, wiping counter tops, cleaning filling and preparation areas and organizing administration areas.
- Performs administrative duties such as creating purchase orders and vouchers.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Metric system of weights and measures and basic knowledge of apothecary operation.
- Mathematical calculations related to pharmacy operations.
- Nomenclature, trade and generic name of drugs, dosage forms, strength and unit measures of drugs.
- Third party payment systems.
- Immunization procurement, inventory and storage.
- Techniques of dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.

- Computer software related to operations.

Skill in:

- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost effective and efficient manner.
- Performing pharmacy technician duties in an efficient and effective manner.
- Preparing clear and concise reports, records of work and other written materials,
- Using software applications related to duties.
- Using tact, discretion and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024