



EXAMINATION OPEN TO THE PUBLIC
PHARMACY TECHNICIAN

ANNUAL \$33,924
SALARY: \$46,084

SALARY
GROUP: HN 13

APPLICATION CLOSING
DATE: AUGUST 31, 2012

EXAM
NO: 121410CMB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In State facilities, this class is accountable for independently performing the full range of tasks in technical pharmacy functions in a traditional drug distribution system, ambulatory patient services, sterile and non-sterile product formulations and Pharmacy Service Units.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY AUGUST 31, 2012:

GENERAL EXPERIENCE: One year experience performing technical pharmacy duties. (For State employees the General Experience shall be interpreted as one year of experience at or above the level of a Pharmacy Technician Trainee.)

SUBSTITUTION ALLOWED: Successful completion of a training program as a Pharmacy Technician may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive/abusive patients; may be exposed to disagreeable conditions; may be required to do some lifting.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of basic principles and practices of a pharmacy operation; knowledge of basic chemistry; basic interpersonal skills; basic oral and written communication skills; ability to perform mathematical calculations; ability to order supplies and maintain inventory; ability to follow oral and written instructions.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by August 31, 2012.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by October 15, 2012.** A separate application form must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.