

Pharmacy technician job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're hiring a pharmacy technician to help our pharmacists fill prescriptions accurately, resolve insurance questions, and keep patients moving through the pharmacy with care.

What you'll do

- Receive and enter prescriptions and verify patient information.
- Count, measure, package, and label medications for pharmacist verification.
- Process insurance claims and resolve rejections and prior authorization needs.
- Manage inventory, place orders, and check for expired or recalled products.
- Answer customer questions and refer clinical questions to the pharmacist.
- Prepare sterile or compounded products where trained and permitted.
- Keep the pharmacy clean, organized, and compliant with regulations.
- Protect patient privacy under HIPAA.

What you'll need

- Registration, certification, or licensure as a pharmacy technician in [State], as required.
- High school diploma or equivalent.
- Accuracy with numbers and medication names.
- Ability to stand for long periods.

Nice to have

- National certification from PTCB (CPhT) or NHA (ExCPT).
- Experience with [pharmacy system].
- Sterile compounding training for hospital roles.

Skills

Accuracy and attention to detail, Insurance billing, Customer service, Inventory control, Pharmacy math, Confidentiality.

Physical demands and work environment

Retail or hospital pharmacy. Requires standing for most of the shift, repetitive hand motion, and lifting up to 25 pounds.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$22.00 (BLS OEWS, May 2025, SOC 29-2052, Pharmacy technicians).
- Median annual equivalent: \$45,760 (hourly median x 2,080 hours).
- Mean annual wage: \$46,620.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Most states require pharmacy technicians to register with or be licensed by the state board of pharmacy, and many require or encourage national certification. Rules on what technicians may do, and the technician-to-pharmacist ratio, vary by state. Technicians handling controlled substances work under DEA rules, and many employers run background and drug screening, which must follow the Fair Credit Reporting Act when done by a screening company.

How to customize it

- State whether the role is retail, hospital, specialty, or mail order.
- Spell out the state registration requirement.
- Say whether you pay for certification or training.
- Mention prescription volume per day.

Interview questions

1. Walk me through how you double-check a prescription before it goes to the pharmacist.
2. How do you handle an insurance rejection while a patient is waiting?
3. Tell me about a time you caught a medication error.
4. How do you calm a frustrated customer?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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