



OKLAHOMA

State Board of Pharmacy

2920 N Lincoln Blvd, Suite A • Oklahoma City, OK 73105

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Phone: 405.521.3815 • Fax: 405.521.3758

POSITION ANNOUNCEMENT

Announcement Date: Tuesday, December 28, 2021	Closing Date: January 15, 2022 or until position is filled
Positions: <i>Customer Assistance Representative, 3789), Level II or Level III or Level IV</i>	Send Application Materials To: Dr. Marty Hendrick, Executive Director Oklahoma State Board of Pharmacy 2920 N Lincoln Blvd Ste A Oklahoma City, OK 73105-4212
Work Location: <i>Oklahoma City office</i>	Fax: 405-521-3758
Salary: \$33,000 min - \$55,000 <i>(entry salary may vary based on education/experience)</i>	e-mail: pharmacy@pharmacy.ok.gov
Hours: Monday–Friday, 8:00am-4:30pm	
Application Filing Procedures: Interested persons must submit OMES application, a current résumé and cover letter including salary requirements, daytime contact information and email address no later than 4:30 p.m. on Monday, January 15, 2022 or until filled.	
Duties and Requirements: Duties involve customer and registrant service and assistance including licensing with the Pharmacy Board which may include responsibility for a comprehensive or specialized services. MS Office Professional software proficiency required. Preference given for current PeopleSoft credentials / experience. Position requires exemplary courtesy and customer interaction skills. (see attached job description)	
Notes: Benefit package includes retirement, medical, dental, and life insurance.	

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