UNIVERSITY OF SOUTHERN CALIFORNIA

Optician

Job Code: 187440

Grade: 00
OT Eligible: Yes
Comp Approval: 12/2/2014

JOB SUMMARY:

Has responsibility for selecting and fitting contacts and eyeglasses for patients as prescribed by an ophthalmologist or optometrist. Obtains eye measurements and determines how a patient’s occupation, lifestyle and facial features affect his or her eyewear needs.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_______ _______ Has responsibility for using precision equipment to measure various eye features, including corneal thickness and pupil distance. Measures clients’ bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using measuring device.

_______ _______ Prepares work orders and instructions for grinding lenses and fabricating eyeglasses.

_______ _______ Verifies finished lenses are ground to specifications. Provides counsel and suggestions on frame shapes, styles and colors, lenses and special lens coatings, such as anti-glare materials. Grinds and tints lenses, repairs glasses and fitting contacts.

_______ _______ Ensures eyeglasses are properly fitted per the patient’s prescription, taking into account a person’s facial features, occupation and habits to assist them in choosing the best eyeglass frames, lenses and lens coatings to fit their needs.

_______ _______ Provides specifications, including prescription, material, style, color and size to ophthalmic laboratory technicians so that they may insert the lenses into the eyeglass frame. Reshapes the frames to fit the patient’s face as necessary.

_______ _______ Fixes and fits existing glasses and provides counsel to patients on the use and care of their glasses.

_______ _______ Fits contact lenses, cosmetic shells and artificial eyes on patient. Measures the size and shape of eye to select the proper lens size and material. Instructs customers on how to insert, remove and care for contacts lenses.

_______ _______ Maintains records of customer prescriptions, work orders, and payments.

_______ _______ Performs administrative duties such as tracking inventory and sales, submitting patient insurance information, and performing simple bookkeeping.

_______ _______ Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High school or equivalent
- Specialized/technical training

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Minimum 2 years on the job training or apprenticeship.

**Preferred Education:**
- Associate’s degree
- Bachelor’s degree

**Preferred Experience:**
- 4 years

**Preferred Field of Expertise:**
- Degree in Opticianary. State licensure and/or American Board of Optician (ABO) and National Contact Lens Examiners (NCLE) preferred.

**Skills: Administrative:**
- Clinical documentation
- Communicate with others to gather information
- Compute totals
- Customer service
- Gather data
- Input data
- Interpersonal skills
- Maintain filing systems
- Maintain logs
- Maintain records
- Prioritize different tasks
- Research information
- Understand and apply policies and procedures
- Use database and/or word processing software

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
Fax
Optician equipment
Personal computer
Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________ Date:_________________________

Supervisor: _________________________ Date:_________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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