



# USC University of Southern California

## Optician Job Description

### JOB INFORMATION

<i>Job Code:</i>	187440
<i>Job Title:</i>	Optician
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Ophthalmology
<i>Job Family Group:</i>	Ophthalmology 1
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Has responsibility including, but not limited to, selecting the most appropriate eyeglasses for patients as prescribed by an optometrist or ophthalmologist. Obtains eye measurements and determines how a patient's occupation, lifestyle and facial features affect his or her eyewear needs to discuss with the patient and ensure the best final decisions are made. Assists with scheduling patients, determining eligibility with various insurance policies (including the in-house USC Roski Eye Institute vision plans). Assists team with various tasks at the clinic to ensure all needs of the day are met.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		
	X	Associate's degree	in related field(s)	Or
	X	Bachelor's degree	in related field(s)	

#### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

#### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		1 year	in optician training or apprenticeship.	
	X	2 years		

#### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		One year of experience

## Licenses

Req	Pref	License(s)
X		State licensure

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		American Board of Optician (ABO) certification
	X		National Contact Lens Examiners (NCLE) certification

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for using precision equipment to measure various eye features, including patient's bridge and eye size, temple length, vertex distance, pupillary distance, segment height, and optical centers of eyes.				
Prepares work orders and instructions for grinding lenses and fabricating eyeglasses, and verifies finished lenses are ground to specifications. Assists in-office lab in cutting, edging and finishing orders, and helps other opticians in ensuring orders are completed accurately and in a timely fashion.				
Provides counsel and suggestions on frame shapes, styles, colors, lenses and special lens coatings, such as anti-glare materials. Ensures eyeglasses are properly fitted per the patient's prescription, taking into account facial features, occupation and habits to help choose the best frames, lenses and lens coatings for the patient's needs.				
Provides specifications, including prescription, material, style, color and size to ophthalmic laboratory technicians so that they can insert the lenses into the eyeglass frame. Reshapes 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.				
Instructs patients on how to apply and remove contacts lenses, and educates and assists them regarding contact lens hygiene and care.				
Maintains records of customer prescriptions, work orders and payments. Performs administrative duties including tracking inventory and sales, submitting patient insurance information, and simple bookkeeping. Pulls insurance authorizations on a daily basis for patients who are scheduled for the upcoming week.				
Assists with USC Roski Eye Institute Vision plan(s).				
Assists with regularly scheduled meetings that Optician Lead must attend with optometrists and administrators, wherever needed. Helps with and participates in special events to publicize optometry and optical services, including exclusive eyewear events, staff appreciation week, and student orientations.				
Responsible for all opening and closing procedures that ensure safety, health, aesthetics and sales for optical and optometry clinic.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.