

### Class Concept

Work in this class involves making and fitting optical glasses and instruments. Employee reviews written prescriptions from physicians, determines proper type and fit of glasses or instruments to satisfy the patient's needs and checks for accuracy of prescription. Duties include maintaining prescription records and some patient information; completing forms relating to Medicaid, Medicare and Services for the Blind requirements; developing the budget; and generally managing the optical shop. Work is performed independently with the usual medical supervision from prescribing doctors, and under the administrative supervision of the Assistant to the General Director.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of optical glasses and instruments, their use, and the tools required to make, adjust and repair them.
- Some knowledge of budget and purchasing procedures.
- Skill in manipulating optical measuring devices and appliances, and handling equipment controls and work aids.
- Skill in form perception to adjust and properly fit the finished product and to read specifications and prescriptions.
- Ability to communicate with doctors and with patients to establish favorable attitudes and to motivate them to use their glasses and other devices.

#### Minimum Education and Experience

Licensed by the North Carolina State Board of Opticians.