

**CLASS TITLE: DENTAL ASSISTANT
(CORRECTIONS)**

Class Code: 02788100

Pay Grade: 614A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a dentist in the performance of sub-professional duties involved in dental work on inmates inside an adult correctional institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the direct supervision of a dentist; work is periodically reviewed in process and upon completion for conformance to instructions and applicable dental procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a dentist in the performance of sub-professional duties involved in dental work in an Adult Correctional Institution.

To prepare inmate patients for examinations, extractions, fillings, and other dental procedures including oral surgery.

To pass instruments, chart work performed, and prepare mixtures for fillings and impressions.

To take, develop, and mount intra-oral and extra-oral x-rays.

To clean and sterilize instruments and equipment used by a Dentist.

To be responsible for the linen supplies and the general cleanliness of a dental clinic.

To supervise inmates in the service and surrounding areas.

To ensure security protocols are maintained, and that the work and surrounding areas are kept in safe and secure order.

To prepare requisitions for drugs and supplies and to keep records pertaining thereto.

To make appointments for inmate patients requiring dental work.

To keep records of all dental work performed and prepare such reports as may be required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the use of dental equipment and supplies and the ability to assist a dentist by performing sub-professional duties in dental work; the ability to supervise inmates; the ability to keep records and to prepare simple reports; the ability to understand and follow instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as an assistant to a dentist involving the performance of sub-professional duties.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 28, 2004

Class Revised: October 31, 2004