

CLASS TITLE:

DENTAL ASSISTANT

Class Code: 02787100

Pay Grade: 12A

EO Code: E

CLASS DEFINITION

General Statement of Duties: To assist a dentist by the performance of sub-professional duties involved in a dental clinic; and to do related work as required.

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

Supervision Exercised: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a dentist by the performance of sub-professional duties involved in the operation of a dental clinic by performing such tasks as preparing patients for examinations, extractions, filling and other oral surgery; to pass instruments; to chart work performed; to prepare mixtures for filings and impressions.

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

To give such medications and treatments as may be directed by a dentist.

To clean and sterilize instruments and equipment used in the dental clinic.

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

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

To make appointments for patients requiring dental work.

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

To provide appropriate services to adult (18-64 years) and elderly 65 plus years) patients incorporating age specific issues related to biomedical, psycho-developmental and social need areas.

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 a dental clinic; the ability to deal tactfully with patients; the ability to keep records and to prepare reports; the ability to understand and follow instructions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a high school degree or equivalency; 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 Revised: October 31, 2004