

DENTAL ASSISTANT

DESCRIPTION: Performs skilled responsible work assisting dentists in examining and rendering dental and oral care and surgery to patients. Incumbents are required to exercise independent judgment. Work will include the operation of various types of dental and lab equipment. Advice and assistance are available from the Dentist when unusual or difficult matters arise. Work is generally reviewed by the Dentist through observation of work.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares and situates patients in dental chair.

Prepares dental instruments and materials necessary for treatment of patients.

May expose, develop and mount dental x-rays.

Provides chair-side dental assistance with all types of patient treatment.

Maintains sanitation of instruments and facility.

Assists dentist with oral surgery which may require assisting with general anesthesia.

Assists in laboratory procedures.

Responsible for the operation and maintenance of a small dental laboratory.

Requisitions and maintains working supply inventory.

Performs office procedure relative to patient records, appointments and other related clerical functions.

Assists in education residents in oral hygiene.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: dental instruments and equipment; x-ray techniques; oral surgery techniques; laboratory procedures; office procedures; daily oral hygiene.

Skill in: manual dexterity; exposing, developing and mounting x-rays.

Ability to: handle a variety of patients; act in stressful situations; anticipate dentists needs; work with various chemicals and mixtures.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

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Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a high school education plus registration as a Certified Dental Assistant or high school education plus two years experience as a dental assistant.