

DENTAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical and clerical work of a moderately complex nature involving the performance of supportive duties in assisting a dentist in a clinical setting. The work is performed under the direct supervision of the dentist. Does related work as required.

TYPICAL WORK ACTIVITIES:

Seats and prepares patient for treatment;
Arranges dental instruments, materials and medications and hands them to dentist as required;
Sterilizes instruments in autoclaves, dry heat ovens or with chemical disinfectants;
Records dental treatment rendered;
Schedules appointments;
Develops and mounts x-rays;
May take dental x-rays under the supervision of a dentist, as required;
May give emergency treatment for local and systematic distress under dentist's direction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the procedures and techniques of chairside dental assistance; good knowledge of dental materials and instruments; ability to comfort and reassure patient; ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; and either:

1. Graduation from an approved program for Dental Assistants; or
2. One (1) year experience assisting in a dental or medical office or clinic, at least six (6) months of which must have been in a dental office or clinic.