

DENTAL ASSISTANT**Nature of Work**

Under direct supervision, performs paraprofessional work at the full-performance level by assisting a dentist in a state health facility or public health clinic. Provides chairside assistance in all four-handed dental procedures. Performs or assists in all roentgenographic and laboratory procedures. Assists patients during pre- and post-dental procedures. Has limited latitude to vary methods and procedures. Performs related clerical duties. Performs related work as required.

Examples of Work

Sets up instrument trays for scheduled procedures.
 Assists dentists during examination and treatment of patients.
 Takes, develops, mounts, and labels dental X-rays.
 Mixes amalgam and synthetic fillings, cements, and impression materials.
 Instructs patients in oral hygiene and encourages development of a daily oral hygiene program.
 Maintains and sterilizes dental instruments and equipment.
 Schedules appointments; calls patients to verify appointments; pulls charts from files for use during appointments, and performs other clerical office duties.
 Records dental examination information on patient's charts.
 Records attendance for clinic staff; prepares various reports; types office correspondence.

Knowledge, Skills and Abilities

Knowledge of dental terminology, procedures, and instruments.
 Knowledge of ultrasonic cleaning, sterilization procedures, and operatory cleaning methods.
 Knowledge of dental and facial anatomy.
 Knowledge of the properties of dental materials and the methods of manipulating them.
 Knowledge of office clerical procedures.
 Ability to establish and maintain effective relationships with staff and patients.
 Ability to keep accurate dental records.

Minimum Qualifications

TRAINING Education equivalent to graduation from a standard four-year high school.
 EXPERIENCE Six months of experience assisting in a dental office or clinic.
 SUBSTITUTION Completion of an accredited course in dental assistance or successful completion of a training program may be substituted.

Established: 7/16/92

Effective: 8/16/92