

CLASSIFICATION SPECIFICATION

Dental Assistant I

FT/PT Class Code: 5047, 5547 Pay Grade: B/C 06 FLSA: Non-Exempt Rev. 07/01/07

SUMMARY STATEMENT: An incumbent is responsible for assisting dentist(s) and providing related clerical services in the operation of a community/educational dental clinic.

NATURE AND SCOPE:

An incumbent typically reports to a technical supervisor providing chairside assistance during dental procedures, as well as clinic support services. Additional duties include exposing and processing x-rays, mixing of dental materials, maintaining instruments and equipment, obtaining accurate patient medical histories, and maintaining patient files.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Assists dentist during patient treatment procedures. Keeps oral areas clean by using suction devices, water sprays, and retraction. Passes instruments to dentist as needed.
2. Mixes dental materials, such as sealants, composites, amalgams, etc.
3. Exposes, develops, and mounts x-rays.
4. Sterilizes and maintains instruments and equipment, using autoclave and chemicals.
5. Maintains inventory and requisitions supplies.
6. Communicates with and supports patients to assure understanding of dental treatment processes.
7. Greets patients and answers telephones.
8. Performs related clerical work, records patient information, and maintains patient files.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of dental operative assistance procedures and techniques.
- ◇ Knowledge of dental terminology, instrumentation, and materials.
- ◇ Knowledge of methods and techniques for sterilization of dental instruments.
- ◇ Knowledge of general office procedures.
- ◇ Knowledge of methods and techniques of exposing, developing, and mounting x-rays.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Proficient keyboarding skills.
- ◇ Ability to follow oral and written directions.
- ◇ Ability to use clerical office equipment.
- ◇ Ability to perform instrument sterilization and equipment maintenance.
- ◇ Ability to keep accurate records and prepare reports.
- ◇ Ability to provide assistance to dentist.
- ◇ Ability to communicate effectively with patients and other clinic staff.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, with training as a dental assistant, and two (2) years of relevant experience; or other equivalent combination of education and experience.
- ◇ Currently holds or is eligible for Delaware State Radiology Certification.