

CLASSIFICATION SPECIFICATION

Dental Assistant II

FT/PT Class Code: 5004, 5504 Pay Grade: B/C 07 FLSA: Non-Exempt Rev. 07/01/07

SUMMARY STATEMENT: An incumbent is responsible for supervising and planning the administrative activities in a dental clinic, as well as assisting dentists and other dental professionals in rendering appropriate dental care.

NATURE AND SCOPE:

An incumbent typically reports to an administrative supervisor and trains, evaluates, and supervises a group of Dental Assistant students. Incumbent is responsible for infection control, equipment maintenance, and varied laboratory duties. A significant aspect of this work involves rendering chair-side assistance to the dentist.

PRINCIPAL ACCOUNTABILITIES:

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

1. Assists dentist with patient treatment, including x-ray exposure and processing.
2. Supervises, trains, and evaluates performance of Dental Assistant students.
3. Performs lab procedures, such as pouring primary and secondary impressions, making occlusal rims and custom trays, and related procedures.
4. Monitors sterilization equipment, and changes liquid agents.
5. Performs necessary maintenance and repair of dental equipment.
6. Instructs patients in proper oral hygiene.
7. Performs related clerical work, records patient information, and maintains patient files.
8. Performs inventory control of equipment and supplies as assigned.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of dental clinic and operative assistance procedures and techniques.
- ◇ Knowledge of methods and techniques of exposing, developing, and mounting x-rays.
- ◇ Knowledge of methods and techniques for sterilization of dental instruments.
- ◇ Knowledge of clerical practices and procedures.
- ◇ Knowledge of supervising principles and practices.
- ◇ Knowledge of teaching principles and practices.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to provide assistance to dentist.
- ◇ Ability to prepare and maintain scheduling of patients.
- ◇ Ability to communicate effectively with patients and other clinic staff.
- ◇ Ability to maintain inventory of supplies and equipment.

MINIMUM QUALIFICATIONS:

- ◇ Graduate of an accredited dental assistant program, and three (3) years of relevant experience; or other equivalent combination of education and experience.
- ◇ Currently holds or is eligible for certification as a Dental Assistant by the Dental Assistants Association.