

## DENTAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Dentist or higher level dental assistant, incumbents of this class provide chair side assistance during dental examinations and oral surgical procedures; takes, develops and mounts dental x-rays, and performs basic office clerical tasks relative to the activities of the dental office. Incumbents of this class do not perform functions that are restricted by NYS Education Law to be performed by a Certified Dental Assistant or other licensed professional. Supervision is not a responsibility of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Assists dentist during examination and treatment of patient, which includes oral surgical procedures, consisting of handling instruments, mixing different cement and impression materials;

Reviews patient chart, sets up treatment room and ensures all necessary supplies are available for dental examination and procedure;

Adheres to special requirements and procedures when setting up treatment room for Aids and Hepatitis patients;

Seats and prepares patient for examination;

Takes dental x-rays (regular and panorex);

Develops and mounts x-rays for review;

Assists in charting and keeps records of dental examinations, oral conditions found and treatments rendered;

Scrubs dental instruments and places into autoclave for sterilization;

Sets up surgical trays which consist of extractions, wires and arch bars;

Maintains patient encounter/daily activity reporting systems, as required;

Answers the telephone, takes messages, and makes appointments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive).

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of clinical dental hygiene; knowledge of the principles of nutrition related to dental health; knowledge of the uses of various dental instruments; skill in assisting during treatment of patients; skill in handling and manipulating dental instruments and models; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) completion of a dental assistant training program licensed by the New York State Education Department; or (b) completion of a one year dental assistant educational program at an educational institution recognized by a federal, state, or regional accrediting agency; or (c) one year of experience where the primary function of the position was performing duties of a dental assistant; or (d) a satisfactory equivalent combination of training and experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience