

## SENIOR DENTAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Dentist, incumbents of this class assist the professional dental staff in the operation of a comprehensive dental clinic. This level functions as a lead assistant and participates in the more difficult oral surgical procedures and is responsible for maintaining routine records and reports for the clinic. Partial supervision is exercised over a small number of dental assistants. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists dentists during examination and treatment of patient and in performing oral surgical procedures;

Prepares schedule for other dental assistants;

Maintains office files and patient records;

Assists in the operating room during oral surgical procedures;

Arranges for equipment repairs and orders supplies as needed;

Assists the Director of Dentistry in preparing for dental conferences;

Answers the telephone;

Maintains the dental appointment schedule;

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

Sterilizes instruments and equipment and mixes amalgam, other filling materials and cements;

Prepares routine reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of clinical dental hygiene; good knowledge of medications related to dentistry; familiarity with the anatomy and pathology to the extent of being able to recognize simple types of oral conditions; familiarity with dental instruments and equipment; familiarity with the principles of nutrition related to dental health; ability to schedule the work of others; ability to carry out oral and written instructions; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) completion of a one-year dental assistant course\* and one year experience as a dental assistant; or (b) two years of experience as a dental assistant; or (c) a satisfactory equivalent combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Non-Competitive†  
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Job Class Code: C0939  
Job Group: VI