

CLASS TITLE: Dental Assistant

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs routine non-professional work in assisting a dentist in the care and treatment of patients; and performs related duties as required.

EXAMPLES OF DUTIES: Prepares patients for examinations, treatments or dental surgery; sets up sterile trays; sterilizes instruments and supplies; arranges appointments for patients; assists at the dental chair; advises patients of clinic rules and procedures; makes up and files patients' records; prepares reports; may mix amalgam and synthetic materials for restorations according to instructions; assists in the dental education of both parents and children; takes x-rays of patients; pours impressions; dismisses patients; assists dentist with patients.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Eligibility for certification by the American Dental Assistants' Association Certificate Board and two years experience as a dental assistant, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of the practices and principles of a dental chair assistant.

Ability to understand and carry out written and oral instructions.

Skill in the care of dental instruments and supplies.