

## DENTAL ASSISTANT

NATURE OF WORK IN THIS CLASS:

This is routine work assisting a dentist or dental health specialist in prophylaxis, treatment and oral surgery.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Receives instructions and on-the-job training in the various phases of public health dental service program.

Prepares patients for examination and treatment; prepares and arranges dental materials, instruments and equipment.

Assists dentist in oral surgery.

Assists dental health specialist in performing preventive and expanded dental functions.

Takes, develops, and mounts x-rays; cleans x-ray equipment and changes solutions.

Keeps dental area and equipment clean and sanitary.

Makes appointments; maintains and files treatment records.

May instruct patients in routine aspects of oral hygiene.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of routine dental procedures, instruments, and equipment.

Ability to handle dental instruments and materials carefully and dexterously.

Ability to deal tactfully and calmly with patients.

Ability to keep equipment sanitary.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and charts.

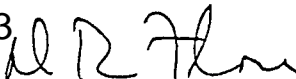
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MINIMUM EXPERIENCE AND TRAINING:

- a) Six months of experience as a dental assistant; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

Pay Grade F Step 1: \$17,635 - Step 10: \$26,453

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission