

DENTAL ASSISTANT

DEPARTMENT: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA – Salary Grade V
ADOPTED: 1995; Revised 7/00, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to provide assistance to Dental Hygienists in the examination and treatment of school age patients. The work requires knowledge of dental office procedures, clinic routine and the techniques used in assisting dentist and hygienists in a dental sealant program. This position is characterized by the dual responsibility for scheduling and coordinating work for the clinic and performing the duties of dental assisting. Work is performed under the direct supervision of a Dental Hygienist. Routine tasks are performed independently as experience is gained. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- ◆ Assists Dental Hygienists by sterilizing, handling and tending dental instruments as instructed and using knowledge of chair side assistance in a dental sealant procedure;
- ◆ Aids at chair side by performing clinical procedures such as retractions on patient's tongue and cheek and manipulating suction equipment to keep patient's mouth free of water and debris;
- ◆ Charts dental defects and other information as given by the Dental Hygienist;
- ◆ Notes treatment prescribed and scheduled for each appointment and prepares work area by laying out needed materials and required instruments in proper order;
- ◆ Participates in the maintenance of a variety of records, including records of appointments, clinical records of patients' conditions, treatments administered, records of dental supplies and equipment;
- ◆ Monitors the ordering of dental supplies and equipment, and coordinates or assists in the delivery of such to clinic site and maintains related records;
- ◆ Performs a variety of light "housekeeping" tasks in order to maintain the clinic, disposal of used materials, replacement of soiled linen and used supplies, and cleaning and dusting of dental facility fixtures;
- ◆ Makes appointments and receives patients for a number of dental clinics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of specific techniques and the sequences of steps used in assisting Dental Hygienists at chair side in performing dental preventative treatment procedures in dental clinic programs; good knowledge of precautions taken to maintain aseptic conditions; working knowledge of routine dental office terminology, procedures and equipment; skill in relating to, reassuring and encouraging school age patients; skill in handling dental instruments quickly and directed; ability to keep dental charts and records; ability to perform moderately complex dental office clerical tasks; ability to understand and follow oral and written directions; basic computer literacy and clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Successful completion of a New York State Education Department approved program in Dental Assisting and one (1) year of full-time paid experience or its part-time equivalent, as a Dental Assistant in a private dental office, public dental health program or comparable dental program; **OR**
- (b) Two (2) years of full-time paid experience or its part-time equivalent as a Dental Assistant in a private dental office, a public dental office program or comparable dental program; **OR**
- (c) An equivalent combination of training or experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.