



JOB SPECIFICATION
DENTAL ASSISTANT

Code 22220
Grade GS 45

General Purpose

Under general supervision, assists the dentist or dental hygienist with patient examinations and dental procedures and performs a variety of diverse and complex clerical tasks.

Typical Duties:

Provides assistance to dental professionals. Involves: registers patients and complies patient file. Assists patients filling out necessary documents for federal and state assistance. Prepares forms for patients with insurance. Gathers information on forms obtains signatures and makes photocopies of necessary forms. Prints the dentist and hygienist's daily schedule to prepare for day. Seats patients and verbally prepares them for intended procedure. Arranges dental instruments and materials for each patient. Assists in radiographic examinations, developing exposed films and filing patient's completed films, case reports and record. Cleans, sterilizes and assembles dental instruments following treatment. Maintains dental equipment and clinic area in neat and clean condition. Assists with the exiting of patients via computer. Updates dental patient records in the Dentrix database systems by entering data. Prepares receipts for services rendered, collects fees and posts daily sheets. Answers and responds to telephone calls in a professional manner to schedule appointments and deliver information. Provides administrative support related to section's budget, account and purchasing office and dental supplies and equipment to maintain supply inventory.

Knowledge, Skills, and Abilities

- Application of good knowledge of names of teeth and tooth surfaces.
- Application of good knowledge of common dental instruments, equipment and materials and their use.
- Application of good knowledge of dental hygiene and prophylaxis.
- Application of good knowledge of the techniques, methods and procedures of effective sterilization.
- Application of some knowledge of the techniques of dental x-ray examination.
- Application of some knowledge of the principles of modern dental record keeping.
- Application of some knowledge of office practices and procedures.
- Perform accurate arithmetic calculations.
- Collect data and information.

Other Job Characteristics

- Frequent exposure to dust, grease, soiling of clothing and skin surfaces, and excessive noise and vibration normally encountered in a fixed or mobile dental clinic.
- Frequent exposure to communicable/infectious diseases.
- Immunizations and PPD (TB) skin test are required as a condition of employment unless waived for religious or medical reasons.
- Sitting, standing, walking, and lifting of light objects.



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Minimum Qualifications

Education and Experience: High School Diploma or GED, and completion of an accredited dental assistance program and six (6) months experience in a dental office or clinic.

Licenses and Certificates: Certification as a Dental Assistant through completion of a Dental Assistant course from an accredited College or Technical School. Certified in Dental X-ray proficiency as prescribed by the Texas Department of Health. Texas Class "C" Driver's License or equivalent from another state.