Dental Assistant I

Salary Group: A12

Class Code: 4482

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DENTAL ASSISTANT I	**4482**	**A12**	**$33,840 - $49,798**
DENTAL ASSISTANT II	4483	A14	$37,144 - $55,134

GENERAL DESCRIPTION

Performs routine (journey-level) dental assistant work. Work involves assisting dental staff with performing a variety of dental services, and with maintaining the cleanliness and orderliness of a clinic. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Arranges dental instruments and materials for dentists in preparation for examining patients.

Cleans, sterilizes, and assembles dental instruments following treatments.

Maintains dental supply inventories.

Schedules patient appointments, noting patient limitations and dental needs.

Seats patients and prepares them for dental work.

Assists in taking and developing x-ray films and filing x-ray films and case reports.

Assists in maintaining patient records, and performs other clerical duties.

Assists in mixing and preparing solutions and materials for fillings.

Assists dental staff with instrumentation, medication, and the management of patients during treatment and surgical procedures.

May instruct staff on patient treatment, medication, and oral self-care (for example, tooth-brushing needs).

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in dental assistance work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of dental instruments, equipment, and materials and their uses; sterilization methods; x-ray film development techniques; dental terminology; and dental hygiene and prophylaxis.

Skill in the use of dental tools and equipment.

Ability to assist staff in performing dental procedures, and to communicate effectively.