



# Dental Assistant

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 dental assistant work providing support for and assistance with a variety of dental services, and maintaining the cleanliness and orderliness of a clinic.

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

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the levels. Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work, the complexity of the work, and may include the employee's related experience, education, and certifications. Employees at the journey level may independently perform the full range of work identified within current or previous levels or may assist others performing work of greater complexity.*

**DENTAL ASSISTANT I:** Performs routine (journey-level) dental assistant work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**DENTAL ASSISTANT II:** Performs highly complex (senior-level) dental assistant work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Instruct staff on patient treatment, medication, and oral self-care (for example, tooth-brushing needs).
- Inspect dental equipment and dental supply inventories.
- Mix and prepare solutions and materials for fillings.
- Mix, pour, and trim models from impressions; make baseplates and occlusal rims; and repair acrylic appliances.
- Record examination and treatment information in patient charts and on dental care forms.
- Take and develop dental x-rays.
- Place or remove celluloid or plastic strips, temporary nonmetallic separating devices, crowns, bands, retaining devices, rubber dams, and temporary medicinal fillings; and make dental plaque or mucosal smears as appropriate.
- Remove sutures, socket dressings, and periodontal packs; and apply topical dressings.
- Provide oral self-care counseling to patients.

## **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**

#### **For all levels**

- 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.

#### **Additional for Dental Assistant II**

- Ability to provide guidance to others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration or certification as a Dental Assistant with the Texas State Board of Dental Examiners.