

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Dental Assistant  
**Department:** Health  
**Revised** : September 2017

**Class** : Technician  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Dental Assistant classification.*

**GENERAL DESCRIPTION**

Skilled work in rendering technical assistance to the Dentist in the care of dental patients. Patient care duties are usually performed in the presence of the Dentist, and other work follows established procedures and protocols.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Cleans and sterilizes dental instruments; prepares and arranges instrument trays; explains procedures to patients; passes dental instruments to the Dentist during dental procedures; assists the Dentist in preventive dental health education activities; gives post-op instruction to parents following treatment.

Mixes impression and filling materials; operates oral evacuation equipment, retractors, and water and air sprays; and monitors patient's behavior and vital signs as requested by the Dentist.

Takes routine X-rays and photographs; processes and mounts film.

Inventories, receives, and stocks supplies.

Maintains a variety of records; prepares variety of reports.

Arranges delivery and set up of dental equipment in the schools.

May serve as dental clinic receptionist and office support.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of dental equipment, instruments, and procedures.

Considerable knowledge of preparation methods and dental materials.

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Considerable knowledge of dental office procedures, practices, and records.

Skill in the performance of technical services to patients.

Ability to maintain records, inventories, and patient charts.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with patients, school administrative and teaching personnel, students, and with the Dentist.

### **PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

### **EXPOSURE CONTROL**

Work is likely to cause direct contact with blood or body fluids to which universal precautions apply. Personal protective equipment should be available and worn.

### **MINIMUM EXPERIENCE AND TRAINING**

Requires one year of on-the-job training as a dental assistant and classification as a Dental Assistant II according to the North Carolina Dental Practice Act and Administrative Rules for Dental Assistants which requires: 1) the successful completion of a CODA-Accredited dental assisting program and current certification in CPR or one academic year in a CODA-Accredited dental hygiene program and current certification in CPR; or 2) two years of full-time experience as a chairside assistant (3,000 hours) in the past five years which involved being trained in any dental delivery setting and allowed to perform the functions of a Dental Assistant II under the direct supervision of a licensed dentist, a 3-hour course in sterilization and infection control, a 3-hour course in dental office emergencies, radiology training consistent with NC G.S. 90-29, and current certification in CPR; or 3) successful completion of the Dental Assisting National Board certification examination, and current certification in CPR.

**This job description does not create an employment contract,  
implied or otherwise.**