



University System of Maryland Job Class Specification

TITLE: DENTAL ASSISTANT I
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 31-9091

JOB CODE: N04DT1
JOB TYPE: INST SPECIFIC UMB
JOB FAMILY/SERIES: DEN

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision by a licensed dentist, performs chairside and clinical functions related to patient dental care.

PRIMARY DUTIES

1. Performs rinsing and aspiration procedures.
2. Retracts oral tissues including lips, cheeks, tongue, and flaps.
3. Places and removes materials for the isolation of the dentition, provided the material is not retained by the dentition.
4. Checks for loose bands.
5. Provides oral hygiene instruction to patients.
6. Performs intra-oral photography.
7. Exposes and processes dental radiographs.
8. Sterilizes and sharpens instruments. Prepares sterile trays.
9. Orders, receives, and maintains inventory of clinic supplies and equipment.
10. Cleans and maintains clinic equipment.
11. Maintains patient and clinic records.
12. Performs infection control procedures.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific

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duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Completion of an approved dental assistant training program or one year experience as a dental assistant.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the principles of dental assisting theory, technique, and practice. General knowledge of procedures used in sit-down four-handed dentistry. Ability to use dental instruments and equipment. Ability to wear and work in personal protective equipment. Ability to follow written and oral instructions. Ability to communicate effectively orally and in writing.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine ability to perform the job. Employees in this job class must maintain Certification as a Dental Assistant by the Maryland State Board of Dental Examiners and must be qualified by the Maryland State Board of Dental Examiners in Dental Radiation Technology within the first twelve months of employment. Employees in this job class must also be CPR certified within the first six months of employment.