



University System of Maryland Job Class Specification

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

JOB CODE: N05DT2
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 general duty dental assisting.

PRIMARY DUTIES

1. Places and removes rubber dams, matrix bands, and/or retraction cords.
2. Applies topical anesthesia, fluoride, and desensitizing agents as instructed by a dentist.
3. Removes excess cement.
4. Prepares impressions for study models.
5. Prepares, places, and removes temporary crowns.
6. Constructs athletic mouth guards and customized trays.
7. Performs vitality tests.
8. Prepares and fits stainless steel crowns.
9. Removes sutures.
10. Removes and places subsequent periodontal dressing.
11. Dries root canals.
12. Etches teeth.
13. Performs all of the duties of a Dental Assistant I.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of

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this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years experience as a dental assistant.

OTHER: Qualification by the Maryland State Board of Dental Examiners in Dental Radiology Technology.

Certification as a General Duty Dental Assistant by the Dental Assisting National Board.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the principles of dental assisting theory, technique, and practice. Skill in procedures using sit-down four-handed dentistry techniques. Skill in the use of dental instruments and equipment. Ability to wear and work in personal protective equipment. Ability to follow oral and written 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 subjected to medical inquiries and/or medical examination to determine the ability to perform the job. Employees in this job class must be CPR certified within the first six months of employment. Employees in this job class must also meet and maintain Maryland State and National Certification requirements for dental assisting and dental radiography.