

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Dental Support

SERIES NO.:

8631

MAJOR AGENCIES:

Mental Health, Developmental Disabilities

EFFECTIVE DATE:

10/04/2015

SERIES PURPOSE:

The purpose of the dental support occupation is to support treatment & service provided by professional dentist.

Incumbents assist dentist in four-handed dental treatment & perform chairside assistance.

JOB TITLE

Dental Assistant

JOB CODE

86313

PAY RANGE

27

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of dental office practices & procedures & dental operatory practices & procedures in order to assist dentist in four-handed dental treatment & to perform chairside assistance.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Dental Assistant	86313	04	01/09/2005	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists dentist engaged in diagnostic, operative, surgical, periodontal, preventative, orthodontic, removable & fixed prosthodontic, endodontic & pedodontic procedures during examination & four-handed dental treatment of patients (e.g., prepares patient; anticipates needs & provides required instruments & materials; applies topical anesthetics; applies surgical dressings; aspirates patients; takes & develops x-rays; takes detailed patient medical history; instructs patient in oral hygiene; takes impressions; mixes restoration materials).

Cleans & sterilizes instruments & trays; assembles & sets up trays; sets up operator prior to & cleans after treatment; maintains equipment in proper working order; monitors infection control procedure involving use of autoclave sterilizer.

Performs clerical duties related to dental office (e.g., maintains patient records & charts; performs routine filing; answers telephone; schedules & confirms appointments; maintains inventory records & dispenses supplies & materials).

MAJOR WORKER CHARACTERISTICS:

Knowledge of dental office practices & procedures; dental operatory practices & procedures; four-handed assisting techniques & procedures. Skill in care & cleaning of dental equipment. Ability to maintain accurate records; handle sensitive contacts with patients; gather, collate & classify information about data, people or things.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in dental assisting; proof of inoculation or immunity to hepatitis B virus in accordance with Section 4715-20-01 (A) of Ohio State Dental Board rules or present waiver from OSDB.

-Or completion of 2 yr. high school vocational program in dental assisting; proof of inoculation or immunity to hepatitis B virus in accordance with Section 4715-20-01 (A) of Ohio State Dental Board rules or present waiver from OSDB.

Note: If position requires employee to act as Dental Assistant Radiographer (i.e., performs standard, diagnostic, radiological procedures for purpose of contributing to provision of dental care to dental patient), then applicant must also possess valid Dental Assistant Radiographer's license per Section 4715.52 of Revised Code.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous patients; may be exposed to unpleasant odors.