



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 3320

DENTAL ASSISTANT

GRADE H*

SCOPE OF WORK:

Work involves assisting a dental hygienist or dentist in providing dental care to patients housed in North Dakota state facilities.

DUTIES PERFORMED:

- Prepare patient; sterilize and disinfect instruments, set up instrument trays and prepare materials; assist dentist during dental procedures.
- Obtain and record medical and dental histories and vital signs of patient; record treatment information in patient records.
- Participate in the provision of oral health care by providing tooth brushing and flossing instructions and techniques to patients and staff to ensure adequate dental care for patients.
- Clean patient's teeth; apply protective agents such as fluoride or pit and fissure sealants.
- Position and expose intraoral and extraoral dental radiographs to develop and produce quality X-rays.
- Create preliminary impressions of patient's teeth for study casts.
- Fabricate temporary restorations and custom impressions from preliminary impressions.
- Assist dentist in handling medical and dental emergencies.
- Schedule appointments, prepare bills if applicable, and maintain patient records.
- May clean and polish removable appliances.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and a Certificate in Dental Assisting.

Eff. Date: 12/83

Rev: 1/00 – Word processing conversion

Rev: 6/05 - Updated scope, duties, min quals, factoring, and grade

Rev: 7/12 – Conversion to Hay System

Rev: 10/1/19 – Paygrade exception granted