

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5350200

Dental Assistant, Grade 8	5350200
Senior Dental Assistant, Grade 10	5350300

Brief Description of Class Series

Positions in this title series handle and manipulate dental instruments, materials, and pieces of apparatus to assist dental practitioners and dental students in the examination and treatment of patients in a dental treatment office.

These positions are found at Helen Hayes Hospital and the various facilities of the Department of Corrections and Community Supervision, the Office for People with Developmental Disabilities, the Offices of Mental Health and Children & Family Services, and campuses of the State University of New York (SUNY). Positions of Senior Dental Assistant are classified only in the SUNY Schools of Dental Medicine.

Distinguishing Characteristics

Dental Assistant: non-competitive; provides dental supportive services under a licensed dentist's direct supervision; administrative supervision is provided by Senior Dental Assistants at the SUNY Schools of Dental Medicine. Incumbents of these positions can only perform basic tasks, such as preparing dental instruments and materials to be used, which have not been identified by the New York State Education Department as functions requiring licensure.

Senior Dental Assistant: competitive; supervises Dental Assistants and assists in the training of dental students.

Illustrative Duties

Dental Assistant

Performs dental supportive services under a licensed dentist's direct supervision.

- Notes treatments to be performed during appointment and prepares work area by laying out dental instruments, materials, and equipment in proper array.

- Prepares the patient for treatment by seating patient, obtaining records, and applying protective garb.
- During the performance of treatment services by the dentist, assists the dentist directly chair-side with the anticipation of procedural needs, including the preparation and passing of appropriate instruments and materials.
- As required by the progress of events in treatment and as instructed by the dentist, personally performs retractions of the patient's tongue and cheek, and manipulates syringes, irrigation and suction equipment to keep the patient's mouth free of saliva and blood.
- Continually observes patient's general condition during treatment, including oral surgery, to detect evidence of distress or shock and reports observations to dentist.
- Takes dental x-rays in accordance with Public Health Law.
- Performs solely mechanical work upon inert matter in a dental office, such as trimming or mounting impressions taken by the dentist.

Performs office support and clerical work to meet the requirements of the dental facility.

- Schedules, posts and tracks appointments, clinic dates and times, and treatments using appropriate computer software.
- Posts and files records, such as records of appointments and clinical records of patients' conditions and treatments administered, in accordance with requirements of the Health Insurance Portability and Accountability Act.
- Answers questions from and provides information to various parties regarding facility activities and procedures.
- Prepares or assists others in the preparation of routine dental reports.

Performs light housekeeping tasks following current infection control and OSHA guidelines.

- Decontaminates, scrubs, packages, and sterilizes all instruments*.
- Inventories packages and cartons of dental supplies and materials and reorders supplies as directed by the dentist to maintain sufficient inventory for facility operations.

- Disposes of used materials and supplies in accordance with medical-waste disposal regulations and protocols, and processes contaminated non-disposable items as directed by the dentist.
- Cleans, dusts, and polishes fixtures, furniture, and equipment in the dental facility.

Senior Dental Assistant

Performs the duties described for Dental Assistant.

Supervises, trains, and evaluates Dental Assistants and assists in the training of dental students.

Minimum Qualifications

Dental Assistant

Non-competitive: high school diploma; and either one year of experience in dental assisting or possession of a certificate in dental assisting.

*Incumbents of positions that perform sterilization duties may be required to possess current certification by a nationally accredited central sterile technician credentialing organization as a Certified Registered Central Service Technician, or a substantially equivalent credential.

Senior Dental Assistant

Promotion: one year of permanent non-competitive service as a Dental Assistant.

Open Competitive: two years of experience as a dental assistant in a school of dentistry.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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