



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

DENTAL ASSISTANTS

Class Title	Class Code	Pay Band	Alt Pay Band*
Dental Assistants-B	L9091B	25	40
Dental Assistants-O	L9091O	30	45
Dental Assistants-A	L9091A	35	50

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Assist dentist, set up patient and equipment, and keep records.

Nature of Work

Dental assistants perform a variety of patient care, office, and laboratory duties. Dental assistants must work closely with, and under the supervision of, dentists. Dental assistants may prepare materials for impressions and restorations, and process dental x-rays as directed by a dentist. Dental assistants with laboratory duties make casts of the teeth and mouth from impressions, clean and polish removable appliances, and make temporary crowns. Those with office duties schedule and confirm appointments, receive patients, keep treatment records, send bills, receive payments, and order dental supplies and materials.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist or receive training in assisting the Dentist and/or Dental Hygienist in chair side four-handed dentistry or during dental public health procedures.
- Employees will perform a variety of patient care in accordance with State Regulations and Program Policy, office, and basic laboratory duties; perform simple dental equipment maintenance; prepare patient for treatment; obtain dental records; assist by handing instruments to dentist; sterilize and disinfect instruments and equipment; and prepare set up and instruct patients on follow up care.

Recommended Education and Experience for Full Performance

High school diploma or GED and Post-Secondary Certificate - awarded for training completed.

Minimum Qualifications

High School Diploma or GED and Post-Secondary Certificate - awarded for training completed.

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Operational

- Employees in this Role provide a higher level of assistance by preparing materials for patient impressions/restorations, exposing radiographs and processing dental x-ray film as directed.
- Employees may also remove sutures, apply anesthetics and cavity preventive agents to teeth and gums; may perform independent office duties including scheduling, handling records, bills, payments and ordering dental supplies and materials; and maintain dental inventory.

Recommended Education and Experience for Full Performance

High School diploma or GED and Post-Secondary Certificate - awarded for training completed and six (6) months experience performing dental assistant duties.

Minimum Qualifications

High School Diploma or GED and Post-Secondary Certificate - awarded for training completed.

Advanced

- Employees in this Role will be involved in the more advanced aspects of dental office management and in providing a higher-level of assistance to the dentist and dental hygienists in patient dental care.
- Employees assist with various laboratory duties, including casts and crowns.

Recommended Education and Experience for Full Performance

High School diploma or GED and Post-Secondary Certificate - awarded for training completed and one (1) year experience performing dental assistant duties.

Minimum Qualifications

High School diploma or GED and Post-Secondary Certificate - awarded for training completed and six (6) months experience performing dental assistant duties.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to

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understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Coordination — Adjusting actions in relation to others' actions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Statutory Requirements: All applicants for this position must be licensed in accordance with Dental Health Care, 61-5A-1 through 61-5A-30 NMSA 1978 and 16.5.2 through 16.5.40 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.