



State of New Mexico
Classification Description

DENTAL ASSISTANT

General Summary

Dental Assistants provide primary clinical support for patient care by performing dental assisting duties in a variety of clinical settings. Dental assistants perform a variety of patient care, office administration, and laboratory duties.

Dental Assistant I

Jobcode: HDAT10

Pay Band: HA

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

Distinguishing Characteristics

Entry level Dental Assistant is responsible for assisting a Dentist or Dental Hygienist who provide ongoing dental care to clients.

Recommended Education and Experience for full Performance

High School Diploma or equivalent and a Certificate in Dental Assisting or Associate's Degree in Applied Science of Dental Health and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

High School Diploma or equivalent and a Certificate in Dental Assisting or Associate's Degree in Applied Science of Dental Health.

Essential Duties and Responsibilities*

- Schedules clinics and educational events on behalf of dental program, coordinating consent forms and educational materials.
- Conducts oral health education classes for assigned populations.
- Maintains oral health records.
- Provides support to the Dentist and/or Dental Hygienist in chairside four-handed dentistry.
- Assists Dentist or Dental Hygienist in the application of dental sealants and fluoride varnish.
- Performs dental equipment maintenance, sterilization and disinfection procedures.
- Performs office duties including scheduling, records requests, and referrals to outside providers
- Orders supplies and materials, and maintains inventory.

Dental Assistant II

Jobcode: HDAT11

Pay Band: HB

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

Distinguishing Characteristics

Second level Dental Assistant performs skilled work in rendering technical assistance to Dentists and Dental Hygienists in the care of dental patients. Positions provide primary clinical support for patient care by performing dental assisting duties in a variety of clinical settings.

DENTAL ASSISTANT

Recommended Education and Experience for full Performance

High School Diploma or equivalent and a Certificate in Dental Assisting or Associate's Degree in Applied Science of Dental Health and four (4) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

High School Diploma or equivalent and a Certificate in Dental Assisting or Associate's Degree in Applied Science of Dental Health and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Provides support to the Dentist and/or Dental Hygienist in chairside four-handed dentistry.
- Operates oral evacuation equipment, retractors, and water/air sprays.
- Monitors patient's behavior and vital signs as requested by the Dentist or Dental Hygienist.
- Completes patient records and charts
- Explains procedures and provides support to patients. Prepares patient for pre- and post-treatment by Dentist or Dental Hygienist.
- Prepares materials for patient impressions and restorations, exposing radiographs and processing dental x-ray film, as directed.
- Performs dental equipment maintenance, sterilization, and disinfection procedures.
- Remove sutures and conveys post-op instructions prescribed by Dentist or Dental Hygienist to patient.
- Performs independent office duties including scheduling, payments, and inventorying and ordering dental supplies and materials. Performs records requests and referrals to outside providers.
- Assists with various laboratory duties, including making casts and crowns, and polishing removable appliances.

Statutory Requirements: Statutory requirements 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 including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment 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.

Working Conditions: 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.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*