

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DENTAL ASSISTANT**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clinical/administrative work associated with assisting dental patients and dental staff within the Health Department. Duties and responsibilities include cleaning/preparing dental equipment and instruments for use, obtaining/recording data pertaining to patient's dental condition, assisting dentist during patient examinations, taking dental x-rays, providing information and assistance to patients, maintaining departmental supplies, maintaining patient files/records, processing documentation, and performing other duties as assigned. Reports to the Dentist.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Cleans equipment, instruments, and facilities used in caring for clinic dental patients; cleans/autoclaves dental instruments and supplies; cleans examination rooms.

Assists patients in preparing for dental examinations and procedures.

Conducts structured patient interviews to obtain medical history and detailed information pertaining to patient's condition; reports information to dentist; records information in patient chart.

Takes and develops dental diagnostic x-rays.

Assists dentist in conducting dental examinations and dental procedures.

Performs coronal polishing and fluoride treatment under direct supervision of the dentist.

Mixes materials for dental fillings.

Prepares examination rooms for new patients; organizes supplies and instruments for use by dentist.

Prepares patient charts and departmental files; records a variety of data; files reports and forms in patient charts.

Maintains computerized and hard-copy patient records and department files; retrieves and/or revises patient information from computer system; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Receives and processes invoices; reviews for accuracy of charges; researches discrepancies; forwards for payment as appropriate.

Prepares or completes various forms, reports, correspondence, purchase orders, or other documents.

Receives various forms, reports, correspondence, invoices, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

## **Rutherford County, Tennessee • Dental Assistant**

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Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, patient tracking, billing/receivables, or other computer programs; performs basic maintenance of computers and office equipment, such as backing up data or replacing paper, ink, or toner.

Operates or utilizes a variety of equipment, tools, dental instruments, dental supplies, or general office equipment associated with work activities; inspects equipment to ensure safety and proper operations; performs appropriate cleaning, sanitation, and/or maintenance tasks to properly maintain equipment, instrumentation, and facilities.

Monitors inventory levels of departmental supplies; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies/materials.

Schedules patient appointments; contacts patients by telephone regarding appointment changes, reminders, or other information.

Answers the telephone; provides information; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, patients, dentists, medical/dental professionals, medical/dental facilities, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, patients, and other individuals; ensures adherence to established infection control procedures; monitors security of medications, dental instruments, and other supplies.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate; participates in mandatory continuing education courses each year.

### **ADDITIONAL FUNCTIONS**

Checks vital signs of patients, including blood pressure and pulse as needed; obtains/records other data as directed.

Performs basic housekeeping functions in clinic waiting area, such as picking up toys or straightening magazines.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Vocational/Technical degree with training in a Dental Assistant program; supplemented by one (1) year previous experience and/or training involving dental assistant work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain, or must possess eligibility to obtain, valid Certified Dental Assistant certification. Must be registered as a dental assistant in the state of Tennessee. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, toxic agents, disease, or pathogenic substances.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Extractions, Cleaning, X-rays, Charts

**Surface:** Concrete

**Estimated Total Hours:**   3   **Maximum Continuous Time:**   2  

**2. SITTING**

**Tasks:** Operative Dentistry, Charts, Computer work

**Estimated Total Hours:**   4.5   **Maximum Continuous Time:**   1  

**3. LIFTING/CARRYING**

**Objects:** Supplies, equipment

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

**4. CLIMBING**

**Tasks:** supplies

**Device:** stool

**Height:** 2 feet

**Frequency:** monthly

**5. BENDING/SQUATTING/KNEELING**

**Tasks:** repair equipment, cleaning

**Frequency:** daily

**6. REACHING**

**Tasks:** operative dentistry

**Hands Used:** RIGHT    LEFT    BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	X	Hourly	10-25 sec	Less than 1 pound
21-36"	X	Hourly	10-25 sec	Less than 1 pound

**7. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures		X
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

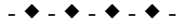
Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

**8. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

**9. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date