

Minimum Qualification Specifications
for the Classes:

DENTAL ASSISTANT I, II and III

Basic Experience/Education Requirement:

Applicants must possess one or a combination of the following:

- A. Work experience requiring the ability to read, comprehend, and apply written directions, or a high degree of verbal skill.
- B. Excess experience of the type described below.
- C. Graduation from high school.

Specialized Experience Requirement:

Dental Assistant I: None

Dental Assistant II: One year of full-time work experience which involved general chairside assistance to dentists performing examinations, fillings, extractions, and the treatment of various oral conditions; and cleaning and sterilizing equipment, preparation and mixing materials for fillings and maintaining dental records.

Dental Assistant III: In addition to meeting the requirements specified for level II, applicants must have had a minimum of one additional year of dental assistance work comparable to the II level in the State service and which provided the applicant with working knowledge of the terminology, procedures, materials and instruments used in dentistry and which demonstrated the ability to perform the full range of standard dental assistance duties with a minimum of direction and to anticipate and respond to dentist's needs during treatments.

Non-Qualifying Experience:

Any work experience in a dental office or clinic which did not involve providing general chairside technical assistance to the dentist may not be considered qualifying. An example of non-qualifying experience is that of a secretary or receptionist whose main duties involved primarily dental record keeping and other clerical type work.

Substitutions Allowed:

1. Completion of one academic year in a dental hygiene program at an accredited college or university may be substituted for a maximum of six (6) months of work experience.

2. Completion of an accredited dental assistant curriculum may be substituted for one year of experience.
3. Completion of a two-year dental hygiene curriculum at an accredited college or university may be substituted for two years of work experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the classes DENTAL ASSISTANT I, II and III, that was approved on April 11, 1969.

APPROVED: 12/23/08

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