

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Dental Assistant Trainee

**Class Code:** 3051

**Pay Grade:** 405

**GENERAL CLASS DESCRIPTION:**

Under direct supervision, performs assigned chairside tasks and other assistance to dental students, graduate students, and faculty providers.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Cleans operatory and equipment daily.
2. Prepares operatory for daily treatments by coordinating proper tray set-ups (either setting themselves or using tray cards from dispensary) and any additional equipment necessary for the procedures to be performed.
3. Prepares patients for dental treatment, obtaining past medical history and other pertinent information from the patient or legal guardian.
4. Assists operator chairside in four handed techniques. Including handoff of appropriate instruments and properly mixing materials.
5. Performs duties not involving direct patient contact. Sharpens instruments, performs minor maintenance of equipment, and replenishes supplies in the operatory area.
6. Dispenses instruments, supplies and dental support materials throughout clinic as needed.
7. Performs other specific duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow written and oral instructions.
2. Ability to communicate effectively with others.
3. Ability to work in close quarters with dental faculty and students while maintaining a positive environment for patients.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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4. Ability to handle dental instruments used in dental assistance duties.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. High school graduation or equivalent.
2. A current trainee certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners or current certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners (QDA)
3. No experience required beyond the requirements of this position

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**REVISION EFFECTIVE: November 1, 2022**