

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

**Class Title:** Dental Assistant I

**Class Code:** 3051

**Pay Grade:** 405

**GENERAL CLASS DESCRIPTION:**

Under direct supervision, performs chairside and other support assistance to faculty, graduate students and dental students.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Cleans operatory and equipment each day.
2. Prepares operatory for daily scheduled treatment by coordinating proper tray set-ups and equipment necessary for the procedures to be performed.
3. Seats and prepares patient for dental treatment.
4. Assists operator by handing appropriate instruments and properly mixing materials.
5. Sharpens instruments, performs minor maintenance of equipment and replenishes supplies in the operatory area.
6. Dispenses instruments, supplies and dental support materials as needed.
7. Performs other specific duties as assigned.

**KNOWLEDGES, 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 certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners is desirable.

**REVISION EFFECTIVE: March 1, 2003**

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