

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

Class Title: Dental Assistant III

Class Code: 3053

Pay Grade: 110

GENERAL CLASS DESCRIPTION:

Under general supervision, performs assigned administrative and supervisory duties in the Dental Clinic. May perform chairside duties in assistance of dental students, graduate students and faculty, and carry out all functions which a dental assistant is legally certified to perform.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Interviews and recommends hiring of Dental Assistant personnel; trains and schedules work assignments for Dental Assistants; approves vacation requests; evaluates performance of Dental Assistants; and maintains personnel records on Dental Assistants.
2. Trains Dental Assistants in the methods used at the College of Dentistry and monitors infection control compliance.
3. Meets regularly with Dental Assistants to discuss operating procedures and changes in methods of operation used in the College of Dentistry and reports Dental Assistant activities to supervisor.
4. Orders materials, supplies and equipment for use in the Dental Clinic.
5. Assists with the coordination of departmental continuing education programs as needed.
6. Performs all chairside duties that a Dental Assistant is legally certified to perform.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to follow written and oral instructions.
2. Ability to communicate effectively with others.
3. Knowledge of university personnel policies including collective bargaining agreement and merit system rules.

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. Knowledge of principles, methods and techniques of dental assistant work as instructed in ADAA accredited educational programs.
5. Knowledge of unit staffing needs and ability to schedule, assign, train and direct the work of Dental Assistants.
6. Ability to deal effectively with subordinate staff.
7. Ability to work in close quarters with dental faculty and students while maintaining a positive environment for patients.
8. Ability to maintain a certificate of proficiency in dental radiography required by the Iowa Board of Dental Examiners.
9. Ability to operate necessary machines and instruments used in dental assistance duties.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Current DANB Dental Assistant Certification.
2. Must have a current certificate of registration to practice as a dental assistant issued by the Iowa Board of Dental Examiners.
3. Must possess current Iowa certificate of proficiency in dental radiography.
4. Two years experience assisting in the four-handed method of dentistry

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REVISION EFFECTIVE:

May 1, 2013