Jurisdictional Class: Competitive
Adopted: 10/09/2026

Dental Assistant

DISTINGUISHING FEATURES OF THE CLASS: This is technical and clerical work of a moderately complex nature involving the coordination and support of the day to day operation of the Dental Hygiene Clinic and laboratory to ensure a safe, compliant, and effective clinical learning environment. Maintains clinic equipment, supplies, sterilization processes, infection control procedures, and related compliance requirements. Provides technical and operational support to assist in the efficient delivery of clinical and laboratory operations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares equipment, supplies, and treatment areas prior to the start of scheduled clinic and laboratory sessions or as directed by the Assistant Dean of Health Sciences/ Director of Dental Hygiene;

Coordinates and maintains a rotation schedule with faculty and/or receptionist to assume responsibility for closing procedures, including securing the clinic and turning off the pumps/equipment at the end of the day;

Maintains an inventory of supplies, assists with ordering, obtaining quotes, and submitting purchase requisitions;

Maintains all lab and clinic facilities and storage areas in compliance with applicable infection control, safety, regulatory, and accreditation requirements;

Maintains the autoclaves and biological/ spore testing;

Flushes all eyewash stations, checks AED functionality, monitors emergency kit expiration dates, and monitors the oxygen levels in the emergency oxygen tank;

Maintains the dental unit waterlines and performs water testing to ensure <200 cfu. Maintain all clinic log information;

Performs routine equipment maintenance; assists the Program Director in coordinating service and equipment repairs; and maintains service contracts, sharps protocols, and Safety Data Sheets (SDS) and other documentation related to infection control and clinic compliance;

Completes infection control and hazardous waste training and ensures the proper disposal of hazardous waste in accordance with established procedures;

Ensures all instruments are sterilized after each clinic and are ready for the following clinical session;

Assists in the instruction and supervision of students during their clinical assistant rotations, including techniques for sterilization and biological testing;

Assists in coordinating open clinic and lab hours to meet student needs;

Assists with setting up educational sessions and practicums as needed, including proctoring clinic/lab exams and supporting students in practicing dental assisting skills in the dental materials lab;

Maintains current knowledge of dental assisting practices, infection control standards, and technologies relevant to the position in collaboration with faculty;

Collects and maintains CPR cards for faculty and students in the departmental file and

Collects dental licenses of clinical faculty and maintains currency for display;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the procedures and techniques of a dental assistant to include dental materials and instruments used. Good knowledge of dental clinic organization and compliance requirements.

MINIMUM QUALIFICATIONS: Current certification as a dental assistant AND either:

(A) Associate degree in Health Sciences, or related field **AND** One (1) year of experience as a dental assistant

(B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as a dental assistant

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.

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