

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**DENTAL AIDE**

**JOB DESCRIPTION**

Employees in this job provide dental care to residents and prisoners at state facilities. The work involves chairside assistance, preparation of restorative materials and medications, sterilization of dental instruments, laboratory work, patient scheduling, and record keeping.

**Position Code Title - Dental Aide-E**

**Dental Aide 6**

This is the entry level. The employee performs a range of Dental Aide assignments while learning the methods of work.

**Dental Aide 7**

This is the intermediate level. The employee performs an expanding range of Dental Aide assignments in a developing capacity.

**Dental Aide E8**

This is the experienced level. The employee performs a full range of Dental Aide assignments and uses independent judgement to make decisions in specific work situations.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Assists dentist by delivering and receiving dental instruments, restorative and impression materials, and medications.

Mixes and prepares solutions, restorative materials, and medications.

Cleans and sterilizes dental instruments.

Performs laboratory work such as preparing impression material, pouring impressions, preparing models, making base plates, performing minor prosthetic repairs, trimming, and polishing prosthetics.

Operates X-ray equipment; obtains, processes, labels, and stores images.

Inventories and orders dental instruments and supplies.

Logs treatment data and maintains patient records.

Answers telephone and schedules appointments.

Performs related work and other duties as assigned.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of dental terminology and equipment.

Knowledge of chairside assistance techniques.

Knowledge of routine dental laboratory work.

Knowledge of materials and quantities used in mixing dental solutions, restorative materials, and medications.

Knowledge of hot and cold sterilization techniques.

Knowledge of x-ray equipment and procedures.

Ability to file and maintain dental records and related documents.

Ability to communicate effectively.

### **Working Conditions**

Jobs are located in state correctional, mental health, or juvenile detention facilities.

Some jobs require direct contact with patients or prisoners.

### **Physical Requirements**

The job duties require an employee to handle the physical demands of the work including positioning patients.

### **Education**

Education typically acquired through completion of high school.

### **Experience**

#### Dental Aide 6

No specific type or amount is required.

#### Dental Aide 7

One year of experience equivalent to a Dental Aide 6.

#### Dental Aide E8

Two years of experience equivalent to a Dental Aide, including one year equivalent to a Dental Aide 7.

### **Alternate Education and Experience**

#### Dental Aide E8

Completion of a one-year program in dental assistance may be substituted for the experience requirement.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

### **Special Requirements, Licenses, and Certifications**

Some positions within this class series require possession of a radiography certification which involves completion of a dental radiography course taught in a program approved by the Michigan Board of Dentistry, pursuant to the Board of Dentistry, Administrative Rule R338.11307.

See individual position descriptions for other requirements.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

| <b><u>Job Code</u></b>       | <b><u>Job Code Description</u></b> |                            |
|------------------------------|------------------------------------|----------------------------|
| DENTALADE                    | DENTAL AIDE                        |                            |
| <b><u>Position Title</u></b> | <b><u>Position Code</u></b>        | <b><u>Pay Schedule</u></b> |
| Dental Aide-E                | DNTLADEE                           | U11-005                    |
| RS                           |                                    |                            |
| 02/02/2025                   |                                    |                            |