

# SC DEPARTMENT OF CORRECTIONS

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OPENING DATE: 09/21/18

CLOSING DATE: 11/06/18 (4:30 PM)

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SCDC INTERNAL TITLE: DENTAL ASST

SCDC POSITION #: 014868

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: MEDICAL ASST TECH II

STATE JOB CLASS: EC15

PAY BAND/LEVEL: 03 C

BAND: 03

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026264 - \$ 026264 SCEIS POSITION #: 61022059

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE OR TRAINING WITHIN THE SPECIFIC WORK AREA.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). GRADUATE FROM AN ADA ACCREDITED DENTAL ASSISTANT PROGRAM AND ONE (1) YEAR DENTAL ASSISTANT EXPERIENCE, OR A HIGH SCHOOL DIPLOMA AND TWO (2) YEARS DENTAL ASSISTANT EXPERIENCE. CERTIFICATION IN DENTAL RADIOLOGY BY THE SC BOARD OF DENTISTRY AND CURRENT CPR CERTIFICATION.

### DESCRIPTION OF DUTIES:

PREPARE PATIENT FOR TREATMENT. CHAIRSIDE ASSISTANCE WITH ALL DENTAL PROCEDURES. EXPOSE, DEVELOP, AND MOUNT/FILE DENTAL X-RAYS. PERFORM CLERICAL DUTIES WHEN NECESSARY. MAINTAIN DENTAL EQUIPMENT BY CLEANING AND LUBRICATING DENTAL HANDPIECES, SUCTION LINES, ETC. PREPARE AND MIX VARIOUS FILLING AND IMPRESSION MATERIAL. CLEAN WORKING AREA AND STERILIZE INSTRUMENTS AND EQUIPMENT. SCHEDULE DENTAL APPOINTMENTS. MAINTAIN RECORDS ON PATIENTS. MAINTAIN THE INVENTORY OF DENTAL SUPPLIES. PERFORM CLINICAL LABORATORY PROCEDURES. OPERATE DENTAL EQUIPMENT IN THE CARE AND TREATMENT OF PATIENTS. KEEP STATISTICAL REPORTS ON CLINICAL ACTIVITIES. PERFORM PREPHYLAXIS AND ORAL HYGIENE INSTRUCTION. PREPARE AND MAINTAIN DENTAL X-RAY DEVELOPING SOLUTIONS.