



## **JOB ANNOUNCEMENT**

**POSITION:** Dental Assistant II

**LOCATION:** County of Stanly  
Health Department –Dental Clinic  
1000 North First Street Suite 3  
Albemarle, NC 28001

**SALARY:** \$28,201 or DOQ

**HOURS:** 37.50 Hours per Week

**JOB SPECIFICATIONS:** This position will provide technical assistance to the dentist, patient care duties and other procedures using established protocols and office routine. Chairside and non-chairside duties will include inventories, stocking supplies and equipment, and cleaning and sterilizing instruments, keeping instruments and equipment in operable condition, prepare and arrange instrument trays, explain dental procedures and provide support to patients. Will take routine x-rays, process and mount films, instruct patients, family and/or health care staff in basic oral hygiene; may maintain records, answer phone, make appointments, process records, billing or correspondence, and other duties as assigned.

**MINIMUM QUALIFICATIONS:** Requires graduation from an accredited dental assistant program, or graduation from high school and two years of on-the-job training as a dental assistant with coronal polishing and x-ray certification, or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** X-Ray Certification  
Coronal Polishing Certification  
North Carolina Driver's License  
Own Transportation  
Pre-Employment Drug Screening

**RECRUITMENT PERIOD:** **Open Until Filled**

**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 944 N First Street, Albemarle, NC 28001. (704) 982-2183. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

**Stanly County is an Equal Opportunity Employer**

P| 704.986.3605

F| 704.986.3841

[www.stanlycountync.gov](http://www.stanlycountync.gov)

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001