

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 03/27/18

CLOSING DATE: UNTIL FILLED

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: \$ 023992 - \$ 030980 SCEIS POSITION #: 61022059

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.

THIS IS A NEOGOV POSITION. APPLY AT WWW.JOBS.SC.GOV

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.

THIS IS A NEOGOV POSITION. APPLY AT WWW.JOBS.SC.GOV