

**Edgecombe County Health Department
122 East St. James Street
Tarboro, North Carolina 27886**

Dental Assistant

Job Position Number: 453-48-153

Salary: \$23,170

Posted: ESC, County Website, Internal

Closing Date: Friday, September 4, 2015 or until filled

The Edgecombe County Health Department is seeking a qualified applicant for the position of Dental Assistant. The position will provide direct patient care under the direct supervision of the dentist as allowed by NC Dental Law for the purpose of the delivery of preventive, restorative, and emergency dental care of children, adolescents and adults.

Knowledge, Skills and Ability:

- Considerable knowledge of dental equipment, instruments, and procedures.
- Considerable knowledge of dental office business procedures.
- Considerable knowledge of preparation methods and dental materials.
- Ability to maintain records, inventories, and patient histories.
- Ability to deal tactfully with patients.

Minimum Training and Experience:

Graduation from an approved dental assistant course; or graduation from high school and one year of on-the-job training as a dental assistant. **Dental Assistant II preferred.**

Interested candidates must complete and submit an Edgecombe County Application. The Edgecombe County Application Form may be obtained from the Employment Security Commission office or online at www.edgecombecountync.gov. Send application materials to:

Edgecombe County Health Department
Attention: Julie Keel
P.O. Box 100
Tarboro, North Carolina 27886

The Edgecombe County Health Department is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-Verify and criminal background screenings are required.