



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED INFORMATION**

APPLICATION  
EDUCATION AND EXPERIENCE  
TEST  
FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**DENTAL ASSISTANT (HHC)  
Exam No. 5005  
(For The New York City Health and Hospitals Corporation Only)**

**WHEN TO APPLY: From: September 3, 2014**

**APPLICATION FEE: \$40.00**

**To: September 23, 2014**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Dental Assistants (HHC), under direct supervision, assist dentists in providing dental services to patients in clinics and hospitals. They prepare patients for examination and treatment; assist dentists by handing them required instruments for treatment of patients; sterilize instruments, disinfect surface areas, and maintain clinic and clinic equipment in hygienic condition in accordance with proper infection control procedures; prepare examination room for procedures; take, develop, and mount or upload dental radiographs using film or digital imaging; mix amalgams, cements, composites, and related materials; perform laboratory procedures such as pouring, trimming, and packaging models from impressions for prosthetics; maintain records of patients, instruments, and models; maintains clinic equipment to ensure that it is in working order; report shortages in supplies and material and necessary equipment repairs; assist dentists in patient management; schedule patient appointments; enter and retrieve data and information into computerized systems; interact with patients and the public. All Dental Assistants (HHC) perform related work.

**Special Working Conditions:** Dental Assistants (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Dental Assistants (HHC) and environmental conditions experienced are: standing for long periods of time; working with patients with communicable diseases; and wearing protective garments such as surgical gloves and masks.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$27,012 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO QUALIFY:** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Education and Experience Requirements:**

1. A four year high school diploma or its educational equivalent, including or supplemented by successful completion of an accredited or approved Dental Assistant Program which included or was supplemented by 600 hours of supervised internship experience assisting a dentist at chairside; or
2. A four year high school diploma or its educational equivalent, including or supplemented by successful completion of an accredited or approved Dental Assistant Program which included or was supplemented by 300 hours of supervised internship experience assisting a dentist at chairside **and** six months of satisfactory full-time experience as a Dental Assistant performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave; or
3. A four year high school diploma or its educational equivalent **and** one year of satisfactory full-time experience as a Dental Assistant as described in "2" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2", or "3" above. However, all candidates must have at least a four year high school diploma or its educational equivalent.

Experience as a receptionist or clerk in a dentist's office is **not** acceptable towards meeting the qualification requirements.

**Note:** See the "Guide to Completing the Education and Experience Test" on Page 4 for more information on how to complete your Education and Experience Test.

**The education requirement must be met by January 31, 2015. The experience requirement must be met by the last day of the Application Period.**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. Dental Assistant programs must be registered with the New York State Education Department or accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period.** You will not receive credit for education which you obtain after January 31, 2015 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

**Medical Requirement:** In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles must pass a drug screening test prior to the date of appointment.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the New York City Health and Hospitals Corporation.

**The Protection of People with Special Needs Act:** Article 20 of the Executive Law and Article 11 of the Social Services Law require an authorized agency to inquire whether a candidate for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect. Candidates who have substantiated/indicated cases on file with the statewide register known as the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs will not be assigned to such a position.

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.3 (if applicable), B, C (if applicable), and D (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at

[www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points for a maximum of an additional five years of experience, on the following basis:

**If you have satisfactory full-time experience acquired within the last ten years as a Dental Assistant in a hospital or public health clinic, performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave and/or following proper sterilization techniques for instruments sent to centralized sterilization for:**

	<b>You will receive:</b>
At least 1 year but less than 2 years	5.0 points
At least 2 years but less than 3 years	10.0 points
At least 3 years but less than 4 years	15.0 points
At least 4 years but less than 5 years	20.0 points
5 or more years	25.0 points

**If you have satisfactory full-time experience acquired within the last ten years as a Dental Assistant in a setting other than a hospital or public health clinic, performing all of the following duties: taking, developing, and mounting dental radiographs, assisting dentist at chairside, and sterilizing dental instruments using autoclave and/or following proper sterilization techniques for instruments sent to centralized sterilization for:**

	<b>You will receive:</b>
At least 1 year but less than 2 years	3.0 points
At least 2 years but less than 3 years	6.0 points
At least 3 years but less than 4 years	9.0 points
At least 4 years but less than 5 years	12.0 points
5 or more years	15.0 points

**After meeting the minimum qualification requirements, if you have completed an accredited Dental Assistant Program including or supplemented by:**

	<b>You will receive:</b>
At least 300 hours but less than 600 hours of supervised internship experience assisting a Dentist at chairside.	1.5 points
600 or more hours of supervised internship experience assisting a Dentist at chairside.	3.0 points

**If you possess current certification as a Certified Dental Assistant issued by the Dental Assistant National Board (DANB), you will receive one (1) point.**

**If you possess current licensure as a Licensed Certified Dental Assistant issued by the New York State Education Department, you will receive two (2) points.**

**If you possess a valid certification for Basic Life Support from a program following American Heart Association training requirements, you will receive two (2) points.**

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education, experience, and certification/licensure on your Education and Experience Test and submit it by the end of the application period.** You will not receive credit for education which you obtain after January 31, 2015 or experience or certification/licensure which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education, experience, and certification/licensure once the application period has ended.

Education must be met **by January 31, 2015**, and experience and certification/licensure must be met by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on an HHC eligible list and you will be given a list number. You will be notified by mail of your test results.

If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Portuguese, Polish, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet any of the above requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Reemployment of public service retirees:** HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

**List Termination:** The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

**GUIDE TO COMPLETING THE EDUCATION AND EXPERIENCE TEST**

In order to receive credit for your **accredited or approved Dental Assistant Program which included or was supplemented by a set number of hours of supervised internship experience assisting a dentist at chairside**, you must:

1. Fill out **Section A.3** in detail and include the following:
  1. The name and location of the educational institution;
  2. The dates of attendance;
  3. The number of hours completed.
2. Fill out **Section B** and include the following:
  1. The name and address of the educational institution;
  2. The number of hours completed;
  3. The specific tasks performed assisting a dentist chairside.
  4. In Title of Immediate Supervisor field, state *Dentist*.

When you describe **experience as a Dental Assistant**, in **Section B** you should include detailed information on the tasks you performed regarding:

- Taking, developing and mounting dental radiographs;
- Assisting a dentist at chairside;
- Methods used for sterilizing dental instruments (e.g., autoclave, centralized sterilization).

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.  
Title Code No. 501010; Auxiliary Dental Occupational Group.

**For information about other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**