

# JOB ANNOUNCEMENT

## Dental Assistant 1 (Customer Service Rep 1)

(unclassified position)

**Posted:** June 7<sup>th</sup>, 2021

**Deadline/Closing:** Open until filled

**Location:** Norcross Health Center

**Salary:** \$28,000

**Paygrade:** F

**Position Number:** 00161133

**Position open to:** All qualified applicants



### Job Summary:

Under general supervision prepares and maintains dental operator and instruments. Operates radiographic equipment and obtains quality dental radiographs. Provides direct chair side assistance to dentists & hygienists. Performs weekly testing of sterilizers and insures sterility of instruments. Primary location of duties will be in Norcross however applicant must be willing to travel to the 2 other dental clinics in Gwinnett County – Buford and Lawrenceville. May be used to substitute in the other Gwinnett Clinics as needed to sub for other assistants. Performs routine clerical duties, receptionist duties, orders necessary supplies to keep a 3 month inventory on hand. Will be expected to visit local schools with the Prevention Program, helps load and unload portable equipment, assists Dentist and performs clerical functions as necessary. This is a full time position.

### Minimum Qualifications:

High school diploma or GED AND Six months of experience handling customer's questions, complaints and/or providing information.

### Preferred Qualifications:

Vocational/Technical degree in dental assisting from an accredited college, Proficient in English and Spanish. Medical office Receptionist experience

### We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

### ***Instructions to Apply:***

EMAIL, FAX or MAIL a completed application\* to:

**Katie Bowles - HR**

**Gwinnett, Newton, & Rockdale County Health Departments**

**PO BOX 897**

**Lawrenceville, GA 30046**

**Fax # 770-277-2089**

[katie.bowles@gnrhealth.com](mailto:katie.bowles@gnrhealth.com)

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at  
[www.gnrhealth.com](http://www.gnrhealth.com)

\* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE**

### **An Equal Opportunity Employer**

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

*Applicants selected for employment will be subject to the following:*

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks