 **Dental Imaging Technician Standard Job Description**

**Classification Title:** Dental Imaging Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 4

**Job Description Summary:**

The Dental Imaging Technician, under general supervision, performs and coordinates receptionist, clerical, dental radiographic, and other specified duties in support of clinic operations.

**Essential Duties and Tasks:**

**50% Patient Services**

* Ensures patients are properly situated and acquires all types of intraoral and extra oral radiographs including panoramic and cephalometric radiographs.
* Prepares digital scanners and image acquisition units for daily use, including routine quality assurance.
* Keeps instruments sterilized and work area clean.
* Assists faculty and staff with patient treatment in the Radiology and Screening Clinic.
* Performs other patient service duties as assigned.

**50% Administrative**

* Takes inventory and orders supplies for dental x-ray facilities.
* Provides assistance to dental, postdoctoral dental residents and dental hygiene students as required.
* Screens calls, makes appointments, assists patient with questionnaires, and enters data into computer.
* Performs other administrative duties as assigned.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* One year of related experience in a dental office or similar setting.

**Required Licenses and Certifications:**

* CPR certified.
* Dental Assistant (Texas) X-ray certification.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Knowledge of radiologic processes and procedures
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.

**Preferred Qualifications:**

* One year of experience with intraoral and extraoral dental radiographs.

**Additional Information:**

**Machines or equipment used in the performance of essential duties:**

* X-ray units
* Digital imaging equipment
* Computer
* Telephone
* Calculator

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

 **Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**