



**USC** University of  
Southern California

## Dental X-Ray Technician I Job Description

### JOB INFORMATION

Job Code:	191015
Job Title:	Dental X-Ray Technician I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Dental Assisting/Tech
Job Family Group:	Dentistry
Management Level:	7 Individual Contributor

### JOB SUMMARY

Provides technical assistance to students and faculty by demonstrating procedures for taking and developing dental X-rays.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	

#### Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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#### Work Experience

Req	Pref	Work Experience	Experience Level
X		<1 year	
	X	1 year	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Must have dental X-ray certification from an accredited program.
X		Ability to perform full range of X-rays independently. Experience with state of the art X-ray equipment.
X		Ability to communicate with patients, students, faculty and staff.
X		Health Insurance Portability and Accountability Act (HIPPA) training and Bloodborne Pathogens (BBP) training.
X		TB test required within three months of hire.

## Licenses

Req	Pref	License(s)
X		Valid CA X-ray License.

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X		BLS/CPR	

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs all routine intraoral radiographic procedures.				
Takes panoramic and occlusal radiographs.				
Performs all darkroom technical procedures.				
Sorts and accurately mounts intraoral films.				
Assembles and prepares patient records.				
Ensures patient x-rays are forwarded to chart area.				
Demonstrates to students and faculty the proper use of x-ray equipment and processing of film. Provides input to students and faculty on appropriate x-ray procedures.				
Assists faculty in supervision of students' clinical/laboratory experience. Critiques student exposed radiographs for technical quality.				
Maintains clean, business-like and professional work areas. Performs scheduled equipment cleaning and maintenance procedures. Alerts supervisor to equipment malfunctions on a timely basis.				
Complies with radiation health and safety procedures and infection control procedures.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on

individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.