

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Permit Clerk**

**Department: Public Works**

**Pay Grade: GS.05**

**Supervision Received From: Office Supervisor**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/3/25;**

**10/20/23; 1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for evaluating, issuing, processing, and maintaining all electrical, gas, plumbing, and mechanical (HVAC), permits; evaluation, verification of credentials, issuance, renewal, and maintenance of electrical, mechanical, gas, and plumbing licenses of varying skill and credential levels.

**SERIES LEVEL:** The Permit Clerk is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Receives, reviews, and processes a variety of applications for permitting and licensing.

Performs a variety of administrative activities in support of departmental operations, which may include: responding to requests for information; explaining processes by phone or in person; taking phone calls about our permits and licenses, assisting citizens with: IT guidance, supplying contact information for inspectors, accepting paper plans, accepting payments, assessing and processing permits and licensing; coordinating the review of applications with internal departments; scheduling pre-submittal meetings and/or performing other related activities.

Assesses licensure and skill according to City of Chattanooga local ordinances and State of TN statutes to process permitting and licensing, billings.

Evaluates and verifies contractor licenses according to state guidelines and local ordinances.

Enters and maintains a variety of information related to permitting, inspection, construction plans and licensing activities in applicable databases, including licensed contractor information.

Prepares bank deposits, compiles financial reports and spreadsheets, reconciles applicable accounts, creates receivable transactions and maintains related files.

Coordination with CDOT to assess street cut and utility street cut permits. (This is only done by 2 of 5 employees under the same classification – should be separate titles)

Prepares and processes a variety of correspondence in support of departmental operations and activities.

Prepares and submits advertisements or notices for publication in the newspaper in accordance with applicable laws, codes, and ordinances.

Coordinates activities associated with applicable public and/or staff meetings, which includes: preparing meeting agendas, memorandums, and/or other related documents and materials; notifying individuals and groups of meeting dates and schedules; coordinating and preparing meeting rooms; transcribing and disseminating meeting minutes; preparing and updating meeting calendars; and/or performing other related activities.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Associates Degree and one (1) year of directly related experience.

LICENSING AND CERTIFICATIONS: Notary Public

SUPPLEMENTAL INFORMATION:

Knowledge of (this is just as citizen facing as any other position in the office) modern office etiquette; modern office equipment; basic mathematical concepts; and, modern office procedures.

Skills in: office professionalism; using a computer and related software applications; keyboarding; performing basic mathematical calculations; preparing routine reports; operating modern office equipment; oral and written communication and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to effectively exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions keyboarding.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.